



# CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA



MAYOR STEVE HARVEY • MAYOR PRO TEM TONY HESCH  
COUNCILMEMBERS KIM DOUGLASS • MARNIE MENDOZA • WILL STOCKWIN

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## REGULAR MEETING AGENDA

May 10, 2017

Closed Session 6:00 PM

Regular Session 7:00 PM

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### 1. **CONVENE CLOSED SESSION**

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- 1A. **Call to Order**
- 1B. **Roll Call**
- 1C. **Public Comment – Closed Session Items**
- 1D. **Closed Session Agenda**  
Public employee performance evaluation pursuant to Government Code Section 54957  
Title: City Manager

### 2. **OPEN SESSION**

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- 2A. **Call Open Session to Order**
- 2B. **Report from Closed Session**
- 2C. **Pledge of Allegiance**
- 2D. **Roll Call**
- 2E. **Approval of Agenda Order**

*This is the time for changes to the agenda to be considered including removal, postponement, or change to the agenda sequence.*

**RECOMMENDED ACTION:** By motion, accept the agenda as presented or amended.

### 3. **PRESENTATION**

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- 3A. **Grant Writing Specialist**  
**Steve Samuelian, California Consulting**  
**Recommendation:** Direct staff as appropriate

### 4. **CONSENT CALENDAR**

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*Matters on the Consent Agenda are routine in nature and will be approved by one blanket motion with a Council vote. No discussion of these items ensues unless specific items are pulled for discussion and separate action. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the City staff.*

**RECOMMENDED ACTION:** Approve Consent Calendar

- 4A. **Minutes - City Council Meeting April 12, 2017**  
**Recommendation:** Approve the Minutes of the Regular Meeting of March 22, 2017.
- 4B. **Cash Summary – March 2017**  
**Recommendation:** Receive and file.
- 4C. **Delinquent Sewer/Garbage to Tax Roles Summary**  
**Recommendation:** For information only
- 4D. **Timeline for ADA Transition Plan - Streets**  
**Recommendation:** For information only
- 4E. **Shade Structure for Lions Park Playground Equipment**  
**Recommendation:** Adopt Resolution 15-2017 approving the purchase and installation of a shade structure for the Lions Park playground equipment from MRC Inc in an amount not to exceed \$20,000.



## 5. PUBLIC COMMENT

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Members of the audience are permitted to address the Council on matters of concern to the public within the subject matter jurisdiction of the City Council that are not listed on this agenda. Please make your comments as brief as possible; not to exceed three (3) minutes in length. The Council cannot act on items not included on this agenda; however, if action is required it will be referred to staff.

## 6. COUNCIL, STAFF AND OTHER REPORTS

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The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.

- 6A. **Committee Reports and Colfax Informational Items - All Councilmembers**
- 6B. **City Operations Update – City staff**
- 6C. **Additional Reports – Agency partners**

## 7. COUNCIL BUSINESS

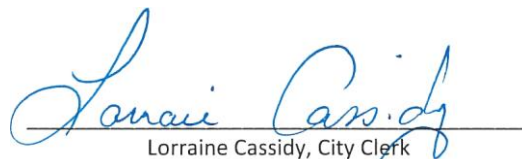
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- 7A. **Sierra Oaks Estates Mitigation and Impact Fees Adjustments**  
**STAFF PRESENTATION:** John Schempf, City Manager  
**RECOMMENDATION:** Resolution 16-2107 approving adjustments to the mitigation and impact fees for the Sierra Oaks Estates development as agreed upon by the Land Use/New development Strategies Committee.
- 7B. **Pavement Management Plan**  
**STAFF PRESENTATION:** John Schempf, City Manager  
**RECOMMENDATION:** Adopt Resolution 17-2017 authorizing the City Manager to approve the proposal by Coastland Engineering for a Pavement Management Plan.
- 7C. **Sewer Rate Study Update –Capital Improvement Plan for Wastewater Collection System**  
**STAFF PRESENTATION:** John Schempf, City Manager  
**RECOMMENDATION:** Verbal Report
- 7D. **Nevada Irrigation District – Reservoir Gateway Designation**  
**STAFF PRESENTATION:** John Schempf, City Manager  
**RECOMMENDATION:** Discuss and direct staff as appropriate
- 7E. **Employee Handbook Progress Report**  
**STAFF PRESENTATION:** Lorraine Cassidy, City Clerk  
**RECOMMENDATION:** For information only
- 7F. **Policy for filling Council Vacancy**  
**STAFF PRESENTATION:** Lorraine Cassidy, City Clerk  
**RECOMMENDATION:** Adopt Resolution 18-2017 outlining a standard process for filling Council vacancies

## 8. ADJOURNMENT

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I, Lorraine Cassidy, City Clerk for the City of Colfax declare that this agenda was posted at Colfax City Hall and the Colfax Post Office. The agenda is also available on the City website at [www.Colfax-ca.gov](http://www.Colfax-ca.gov).

  
Lorraine Cassidy, City Clerk

Administrative Remedies must be exhausted prior to action being initiated in a court of law. If you challenge City Council action in court, you may be limited to raising only those issues you or someone else raised at a public hearing described in this notice/agenda, or in written correspondence delivered to the City Clerk of the City of Colfax at, or prior to, said public hearing.





City of Colfax  
 City Council Minutes  
 Regular Meeting of Wednesday, April 12, 2017  
 City Hall Council Chambers  
 33 S. Main Street, Colfax CA

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## 1 OPEN SESSION

### 1A. **Call to Order**

Mayor Harvey called the meeting to order at 7:02PM.

### 1B. **Pledge of Allegiance**

Wes Heathcock, Community Services Director, led the Pledge of Allegiance.

### 1C. **Roll Call**

Council members present: Douglass, Harvey, Hesch, Mendoza, Stockwin

### 1D. **Approval of Agenda Order**

On a motion by Councilmember Stockwin, seconded by Mayor Pro Tem Hesch, the City Council approved the agenda.

**AYES:** Douglass, Harvey, Hesch, Mendoza, Stockwin

## 2 PRESENTATION

### 2A. **Mosquito and Vector Awareness Week**

**Joel Buettner, General Manager Placer Mosquito**

**Recommendation:** Adopt Resolution 10-2017 recognizing West Nile Virus and Mosquito and Vector Control Awareness Week 2017.

Mr. Buettner gave the Council a packet of information regarding vector control. His presentation covered the types of vectors in the Colfax area and some of the technologies used by the district to control them. He suggested anyone wishing more information or desiring to report mosquito or tick issues go to the website: [www.placermosquito.org](http://www.placermosquito.org).

On a motion by Councilmember Stockwin, seconded by Mayor Pro Tem Hesch, Council adopted Resolution No. 10-2017.

**AYES:** Douglass, Harvey, Hesch, Mendoza, Stockwin

## 3 CONSENT CALENDAR

### 3A. **Minutes - City Council Meeting March 22, 2017**

**Recommendation:** Approve the Minutes of the Regular Meeting of March 22, 2017.

### 3B. **Minutes - City Council Special Meeting March 22, 2017**

**Recommendation:** Approve the Minutes of the Regular Meeting of March 22, 2017.

### 3C. **North Main Street Bike Lane and Ped Improvement Project - Award of Contract**

**Recommendation:** Adopt Resolution No. 11-2017 authorizing the City Manager to

(1) Execute a construction contract agreement for the North Main Street Bike Lane and Ped Improvement Project No. 16-02 with B&M Builders, Inc in an amount not to exceed \$226,000.

(2) Approve Coastland Engineering Services for project management and inspection in an amount not to exceed \$23,000.

- 3D. **Supervisory Control and Data Acquisition (SCADA) Upgrade**  
**Recommendation:** Adopt Resolution No. 12-2017 authorizing the City Manager to execute an agreement with Aqua Sierra Controls, Inc. for installation and programming of a new SCADA system at the wastewater treatment facility in the amount of \$23,076.00.
- 3E. **Council Committee Assignments Update**  
**Recommendation:** Review and approve City Council Committee Assignments for 2017.
- 3F. **Hesch Rescission Letter**  
**Recommendation:** Receive notice from Mayor Pro Tem Hesch rescinding his previous resignation.

Councilmember Stockwin pulled item 3F and Mayor Harvey pulled Item 3D for clarification.

On a motion by Councilmember Stockwin, seconded by Councilmember Douglass, Council approved the Consent Calendar items: 3A, 3B, and 3C and 3E.

**AYES:** Douglass, Harvey, Hesch, Mendoza, Stockwin

**Item 3D** Mayor Harvey asked if staff plans to replace the SCADA system every 10 years and if the new system will include documentation of modifications to the data parameters. Technical Services Manager Berry stated the new system will include a server-grade computer which will allow flexibility and capture and store the data as well as keep documentation of modifications. Mayor Harvey suggested the budget include reserves for upgrading the SCADA system in 10 years.

On a motion by Councilmember Mendoza, seconded by Mayor Pro Tem Hesch, Council adopted Resolution No. 12-2017 authorizing the purchase of a new SCADA system.

**AYES:** Douglass, Harvey, Hesch, Mendoza, Stockwin

**Item 3F** Councilmember Stockwin asked Mayor Pro Tem Hesch to clarify his plans for serving on Council now that he has rescinded his earlier resignation.

Mayor Pro Tem Hesch stated he wishes to avoid a special election and may tender a new resignation in December 2017.

On a motion by Councilmember Stockwin, seconded by Mayor Pro Tem Hesch, Council accepted the rescission letter from Mayor Pro Tem Hesch.

**AYES:** Douglass, Harvey, Hesch, Mendoza, Stockwin

#### 4 **PUBLIC COMMENT**

*Foxy McCleary, 127 Saunders Lane*

- Ms. McCleary announced the upcoming Chocolate, Wine and Art Indulgence set to be held on April 29, 2017 from 6:00PM-9:00PM at the Sierra Vista Community Center.

*Connie Heilaman, President of the Sierra Vista Community Center and Business Owner*

- Ms. Heilaman stated the Bianchini Board met recently and agreed to transfer funds to the Sierra Vista Community Center.
- She announced a few upcoming activities: a volunteer fair on May 12, the monthly flea market on the first Saturday of each month and a new Bingo event on the first Sunday of each month.

*Jim Dion, Area Resident*

- Mr. Dion asked the Council to allow him to open a Medical Marijuana Dispensary.

*Clyde Prout, Chairman of Colfax-Todds Valley Consolidated Tribe*

- Mr. Prout introduced himself and stated his tribe has applied for tribal recognition. The group is eager to become active in the community.

## **5 COUNCIL, STAFF, AND OTHER REPORTS**

### **5A. Committee Reports and Colfax Informational Items – All Councilmembers**

*Councilmember Mendoza*

- Councilmember Mendoza reported she recently attended several community events including a presentation at Colfax High School, the Bianchini Board meeting, a meeting regarding the NID proposal for the dam on the Bear River, a volunteer planning meeting, and the Coffee with the Supervisor.
- She thanked Community Services Director Heathcock for the tour of the City and City facilities.

*Councilmember Stockwin*

- Councilmember Stockwin reported the rainfall total for the season is over 90 inches.

*Councilmember Douglass*

- Councilmember Douglass attended the Sierra Vista Community Center board meeting, and reported the volunteer service groups have created a common calendar which is posted on the Colfax Area Chamber of Commerce website.
- On behalf of California Highway Patrol Officer Chris Nave, Councilmember Douglass announced the next Coffee with Cops event will be at Café Luna on May 17 from 8-11AM. Officer Nave is also the president of the Little League and reports 10 teams are playing up at the ball field this season. Officer Nave is looking for volunteers to help build a T-ball field.

*Mayor Pro Tem Hesch*

- Mayor Pro Tem Hesch attended the Bianchini Board meeting, the volunteer meeting, and the Placer County Transportation Planning Association (PCTPA) board meeting.
- He stated fundraising for the T-Ball field is underway.

*Mayor Harvey*

- Mayor Harvey obtained consent from Council to add a closed session to the next agenda to discuss the method for evaluating the City Manager.
- He strongly recommended everyone contact their state representatives to stop the State Water Board from over regulation of water with a 'one size fits all' attitude.

### **5B. City Operations – City Staff**

*City Manager Schempf*

- City Manager Schempf reported he has attended several useful meetings including a California Funding Fair and a PCTPA meeting with city managers in Placer County.
- He has been working with developer Eric Stauss regarding the mitigation fees.

5C. **Additional Reports – Agency Partners**

*Battalion Chief Landon Haack, CAL FIRE*

- Chief Haack stated the department is ramping up for the fire season and burn permits will be required beginning May 1<sup>st</sup>.

Mayor Harvey requested Chief Haack provide a list of what is needed to improve the fire station in order to accommodate upgraded fire engines.

*Frank Klein, president of the Colfax Chamber of Commerce*

- Mr. Klein encouraged everyone to check out the community calendar posted at <http://colfax-ca.com/events/list/>.
- The first mixer of the season will be on May 9, 2017 at the ‘Old Pharmacy’ from 5:30-7:30PM.
- On May 12, 2017, the NorCal Aids Cycle – 300 mile ride will set up in Colfax at the Depot for a rest break for the cyclists.
- He has seen articles stating Amtrak may eliminate the stop in Colfax from its itinerary. He suggests Council and the public form a committee to write letters and contact federal officials and perhaps join with other affected communities to plea for a reversal of this decision.

Council agreed with this suggestion and Councilmembers Stockwin and Mendoza will form a committee with Mr. Klein.

## 6 **COUNCIL BUSINESS**

### 6A. **Fire Equipment Grant Application**

**STAFF PRESENTATION:** Landon Haack, Colfax Fire Department Battalion Chief

**RECOMMENDED ACTION:** Adopt Resolution N<sup>o</sup>.13-2017 authorizing an application for a matching funds grant.

Chief Haack explained this grant requires matching funds from the City and would allow the department to purchase much needed equipment for the volunteers. The highest priority for purchases is safety equipment. The Council can choose to apply for a large or small grant, up to \$20,000.

Council discussed the grant, agreeing they want to support the volunteer department as much as possible. They decided to apply for the \$20,000 grant and match with \$20,000 of City funds.

Mr. Klein agreed applying for the maximum amount was the best course of action.

On a motion by Councilmember Mendoza and a second by Councilmember Stockwin Council unanimously adopted Resolution N<sup>o</sup>.13-2017.

**Ayes:** Douglass, Harvey, Hesch, Mendoza, Stockwin

### 6B. **City Facility Refurbishment**

**STAFF PRESENTATION:** Travis Berry, Technical Services Manager

**RECOMMENDED ACTION:** Authorize the City Manager to continue utilizing the services of General Contractor John Stapleton as a refurbishment contractor to repair City facilities in an amount not to exceed \$20,000

Technical Services Manager Berry explained the City has several small projects to improve or repair City facilities. He has found a general contractor to perform the repairs and has hired him to do some projects which are beyond the scope/time parameters of public works staff. The various projects thus far have exceeded the City Manager’s signature authority with current

invoices totaling about \$7,000. Staff is seeking permission to pay the incurred expenses and to authorize continuing the contractor's services in the same manner – up to total of \$20,000. There was no public comment.

On a motion by Mayor Pro Tem Hesch, seconded by Councilmember Stockwin, Council approved expending up to \$20,000 for Contractor John Stapleton to complete various building repair projects within the City.

**Ayes:** Douglass, Harvey, Hesch, Mendoza, Stockwin

#### 6C. **Adopt Council Goals**

**STAFF PRESENTATION:** John Schempf, City Manager

**RECOMMENDED ACTION:** Adopt Goals and Priorities selected by Council at the March 22, 2017 special meeting

City Manager Schempf stated the goals listed for Council approval have been organized and categorized from the goal-setting workshop last month. It is an ambitious list and staff has already begun working through the items.

Councilmember Mendoza mentioned the items she brought up for future projects need to be captured and was assured the list is included in the minutes of the Special Meeting. Council recognized this is a good list of goals, many of which will progress concurrently and there is minimal room for new projects to be added to the list.

On a motion by Councilmember Douglass, seconded by Mayor Pro Tem Hesch, Council approved the goals and priorities listed by Council and requested a bi-monthly report from staff.

**Ayes:** Douglass, Harvey, Hesch, Mendoza, Stockwin

#### 6D. **Community Concerns and Concepts**

##### 1) **Electronic Message Board**

##### 2) **I-80 Road Closures**

##### 3) **Bull and Bear Structure**

**STAFF PRESENTATION:** John Schempf, City Manager

**RECOMMENDED ACTION:** Discuss and direct staff as appropriate.

Electronic Message Board City Manager Schempf stated he has been approached by several people regarding installing an electronic message board to announce events within Colfax. Staff conducted a brief search of the types of electronic boards available and found a good quality board would cost around \$25,000. The high school and several community organizations have expressed an interest in contributing to the purchase and installation of an electronic board. One possible contribution break down could be: City - \$10,000, School - \$10,000, Volunteer Organizations - \$5,000. Staff would like direction from Council before expending more time to research and coordinate this type of project.

Council and the public discussed the project. Each member of Council was supportive of pursuing an electronic message board. Mayor Harvey asked staff to bring back three options for Council to consider with minimum to maximum price points.

I-80 Road Closures City Manager Schempf referred to the discussion at the last meeting regarding I-80 road closures. Staff has noted five steps which could be taken to diminish the problems associated with the highway closures: paint curbs red and install no-parking signs along Canyon Way, announce closure information on the electronic billboard, investigate getting the radio signal improved and notification to the residents at Canyon View apartments. Councilmember Douglass also requested staff contact Caltrans to request they place a portable sign to announce road closures on the Highway west of the Canyon Way exit. Local traffic could avoid sitting on the freeway waiting to exit at the main Colfax exit.

Business owner Todd Saylor thanked Council for taking the time to discuss this issue.

Council was supportive of the proposals.

Bull and Bear Structure City Manager Schempf stated the City has been asked to approve a structure to be built at no cost to the City near the depot to cover the Bull and Bear statues. He asked if Council is in favor of adding a structure as it is possible such a structure could detract from the impact of the Depot in the downtown park area.

Foxy McCleary stated the Lioness organization has hired an artist to restore the statues. After repair a structure will not be necessary.

Frank Klein shared the history of the Bull and Bear which memorializes activities of miners who settled Illinoistown near the site of Dine-n-Dash. The miners enjoyed Bull and Bear fights hosted by the local pub at the time. He believes the display is important for the City but any structure would need to look like the depot.

Council discussed the issue and concluded there are other ways to protect the statues once they are repaired. They would like to table discussion of the structure until after the repairs are completed and an appropriate plaque describing their history is in place.

#### 6E. **ADA Transition Plan**

**STAFF PRESENTATION:** Wes Heathcock, Community Services Director

**RECOMMENDED ACTION:** Adopt Resolution No. 14-2017 awarding the contract to Coastland to create a transition plan.

Community Services Director Heathcock stated the ADA transition plan must be finished by July 1, 2017 in order for the City to be eligible for federal and state funding of Capital Improvement Projects. Staff has received two quotes from engineering firms. Coastland Engineering, the City Engineering firm, was the lowest. There are two Coastland contracts before Council. The first provides training to staff for staff to perform the fieldwork involved and the other contracts for the engineering firm to do the complete project.

Council expressed concern and consternation with both the cost and the late date of getting the ADA plan completed. They requested assurance the project would be completed by the deadline. City Engineer Dane Schilling assured Council the Transition Plan would be completed by July 1<sup>st</sup>. Council agreed it would be best to have Coastland do the complete project to avoid keeping City staff from other duties.

On a motion by Councilmember Mendoza, seconded by Councilmember Stockwin council Adopted Resolution No. 14-2017 amending the 2016/17 budget fund 250 by \$39,400 for the ADA Transition Plan Project and authorizing the City Manager to approve Coastland Engineering Services for the Complete ADA Transition Plan in an amount not to exceed \$39,400.

**AYES:** Harvey, Hesch, Mendoza, Stockwin

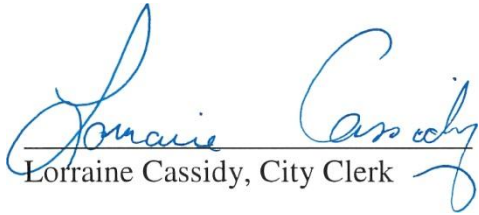
**NOES:** Douglass

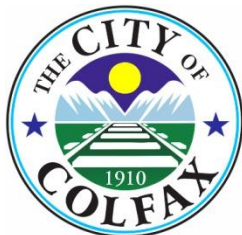


7 **ADJOURNMENT**

As there was no further business on the agenda, Mayor Harvey adjourned the meeting at 9:36PM.

Respectfully submitted to City Council this 10<sup>th</sup> day of May, 2017

  
Lorraine Cassidy, City Clerk



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 10, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** Laurie Van Groningen, Finance Director  
**DATE:** April 18, 2017  
**SUBJECT:** City of Colfax Cash Summary Report: March 2017

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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**RECOMMENDED ACTION:** Accept and file City of Colfax Cash Summary Report: March 2017.

### BACKGROUND AND ANALYSIS:

These monthly financial reports include General Fund Reserved Cash Analysis Graphs and the City of Colfax Cash Summary Report (with supporting documentation). The reports are prepared monthly on a cash basis and are reconciled to the General Ledger accounting system, previous reports, and bank statements. Detailed budget comparisons are provided as a mid-year report and also as part of the proposed budget process each year.

The purpose of the reports is to provide status of funds and transparency for Council and the public of the financial transactions of the City.

The attached reports reflect an overview of the financial transactions of the City of Colfax in March 2017. Monthly highlights include:

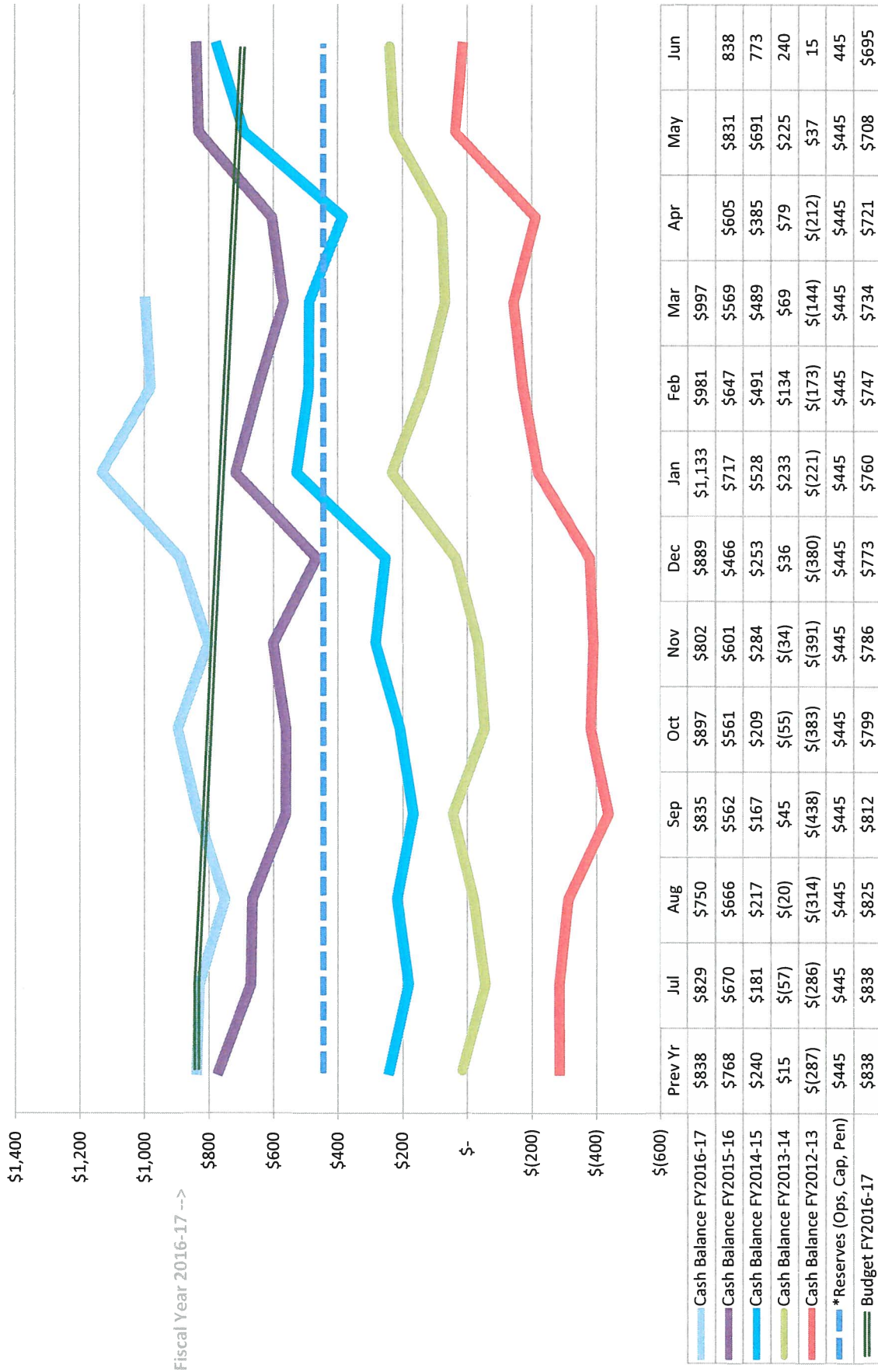
- Negative cash fund balances in Special Revenues and Capital project funds are due to timing of funding allocations and reimbursements.
  - Fund 250 - Streets& Roads – Our annual funding through PCTPA is expected in April and June 2017. Expenditures this month included the Guardrail project. Final funding and fund transfers from General Fund will record by end of fiscal year.
  - Fund 370 – Capital Funds – The first reimbursement was received for project to date costs during March. Next request is anticipated to be filed in May or June.
- Purchase of two new City vehicles will occur in April - \$88K.

### ATTACHMENTS:

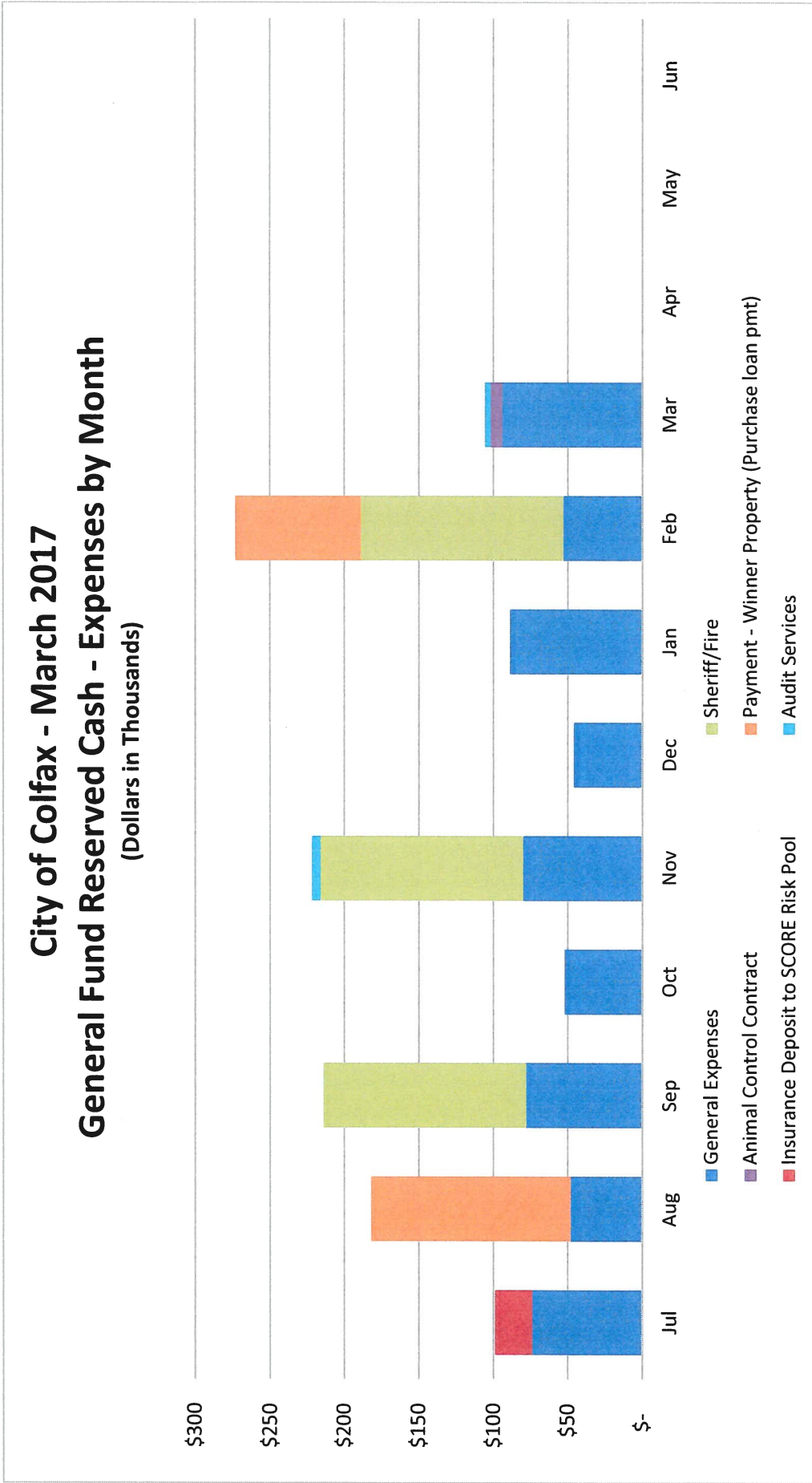
1. General Fund Reserved Cash Analysis Graphs
  - a. Cash Analysis – Balance
  - b. Expenses by Month
  - c. Revenues by Month
2. Cash Activity Reports
  - a. Cash Summary
  - b. Cash Transactions Report – by individual fund
  - c. Check Register Report - Accounts Payable
  - d. Daily Cash Summary Report (Cash Receipts)

# City of Colfax - March 2017 General Fund Reserved Cash Analysis

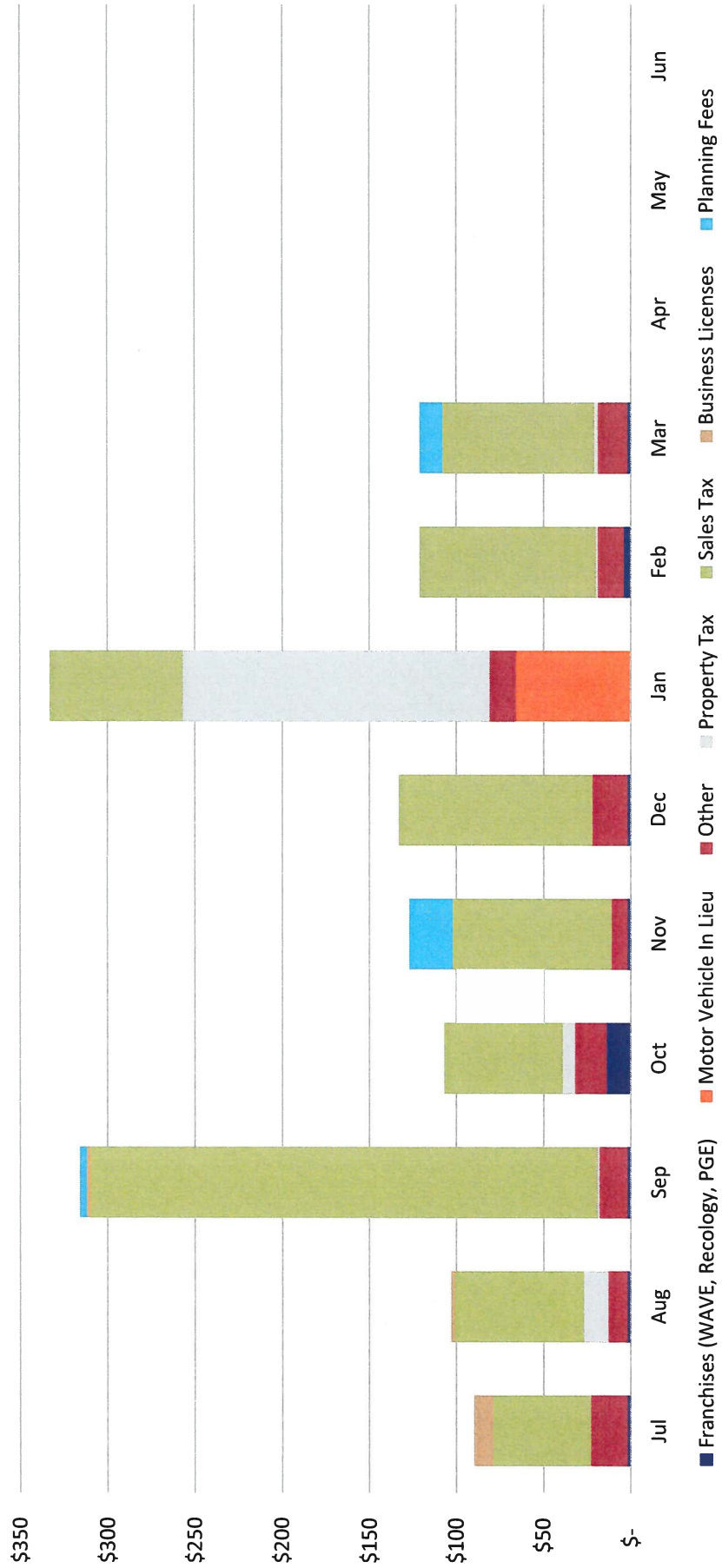
(Dollars in Thousands)



\*City Administrative policy stipulates General Fund Reserve of 25% (3 months) of annual General Fund Revenues.



### City of Colfax - March 2017 General Fund Reserved Cash - Revenues by Month (Dollars in Thousands)



City of Colfax  
Cash Summary  
March 28, 2017

	Balance 02/28/2017	Revenues In	Expenses Out	Transfers	Balance 03/31/2017
US Bank	\$ 177,781.63	\$ 334,801.24	\$ (250,792.43)	\$ -	\$ 261,790.44
LAIF	\$ 3,913,179.76	\$ -		\$ -	\$ 3,913,179.76
Total Cash - General Ledger	\$ 4,090,961.39	\$ 334,801.24	\$ (250,792.43)	\$ -	\$ 4,174,970.20
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	\$ 4,091,261.39	\$ 334,801.24	\$ (250,792.43)	\$ -	\$ 4,175,270.20

Change in Cash Account Balance - Total \$ 84,008.81

Attached Reports:

- 1. Cash Transactions Report (By Individual Fund)
- 2. Check Register Report (Accounts Payable) \$ (177,621.74)
- 3. Cash Receipts - Daily Cash Summary Report \$ 162,611.49
  - Payroll Checks and Tax Deposits \$ (63,094.30)
  - Utility Billings - Receipts \$ 162,248.34
  - Service Charge \$ (134.98)
  - \$ -
  - \$ 84,008.81 \$ -

Prepared by: Laurie Van Groningen 4/18/17  
Laurie Van Groningen, Finance Director

Reviewed by: John Schempf  
John Schempf, City Manager

## City of Colfax

## Cash Transactions Report - March 2017

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
<b>Fund Type: 1.11 - General Fund - Unassigned</b>				
Fund: 100 - General Fund	\$ 1,148,768.57	\$ 108,466.27	\$ (105,009.62)	\$ 1,152,225.22
Fund: 120 - Land Development Fees	\$ 27,149.94	\$ 12,500.00	\$ (896.25)	\$ 38,753.69
Fund: 570 - Garbage Fund	\$ (194,397.34)	\$ -	\$ -	\$ (194,397.34)
<b>Fund Type: 1.11 - General Fund - Unassigned</b>	<b>\$ 981,521.17</b>	<b>\$ 120,966.27</b>	<b>\$ (105,905.87)</b>	<b>\$ 996,581.57</b>
<b>Fund Type: 1.14 - General Fund - Restricted</b>				
Fund: 571 - AB939 Landfill Diversion	\$ 29,317.26	\$ -	\$ -	\$ 29,317.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 778,722.31	\$ -	\$ (2,917.69)	\$ 775,804.62
<b>Fund Type: 1.14 - General Fund - Restricted</b>	<b>\$ 808,039.57</b>	<b>\$ -</b>	<b>\$ (2,917.69)</b>	<b>\$ 805,121.88</b>
<b>Fund Type: 1.24 - Special Rev Funds - Restricted</b>				
Fund: 210 - Mitigation Fees - Roads	\$ 29,860.23	\$ -	\$ (1,231.75)	\$ 28,628.48
Fund: 211 - Mitigation Fees - Drainage	\$ 3,058.95	\$ -	\$ -	\$ 3,058.95
Fund: 212 - Mitigation Fees - Trails	\$ 42,854.84	\$ -	\$ -	\$ 42,854.84
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 98,138.95	\$ -	\$ -	\$ 98,138.95
Fund: 214 - Mitigation Fees - City Bldgs	\$ 947.48	\$ -	\$ -	\$ 947.48
Fund: 215 - Mitigation Fees - Vehicles	\$ 4,507.32	\$ -	\$ -	\$ 4,507.32
Fund: 217 - Mitigation Fees - DT Parking	\$ 26,712.19	\$ -	\$ -	\$ 26,712.19
Fund: 218 - Support Law Enforcement	\$ 17,783.95	\$ 14,146.51	\$ -	\$ 31,930.46
Fund: 241 - CDBG Housing Rehabilitation	\$ 94,582.32	\$ -	\$ -	\$ 94,582.32
Fund: 244 - CDBG MicroEnterprise Lending	\$ 117,702.19	\$ 500.00	\$ -	\$ 118,202.19
Fund: 250 - Streets - Roads/Transportation	\$ (86,176.94)	\$ 24.00	\$ (45,658.47)	\$ (131,811.41)
Fund: 253 - Gas Taxes	\$ 20,594.68	\$ 6,466.26	\$ (1,524.38)	\$ 25,536.56
Fund: 270 - Beverage Container Recycling	\$ 38,042.20	\$ -	\$ -	\$ 38,042.20
Fund: 280 - Oil Recycling	\$ 4,007.09	\$ -	\$ (89.69)	\$ 3,917.40
Fund: 286 - Community Projects	\$ 5,282.79	\$ -	\$ -	\$ 5,282.79
Fund: 292 - Fire Department Capital Funds	\$ 147,662.88	\$ -	\$ -	\$ 147,662.88
Fund: 342 - Fire Construction - Mitigation	\$ 2,436.51	\$ -	\$ -	\$ 2,436.51
Fund: 343 - Recreation Construction	\$ 2,436.96	\$ -	\$ -	\$ 2,436.96
<b>Fund Type: 1.24 - Special Rev Funds - Restrict</b>	<b>\$ 570,434.59</b>	<b>\$ 21,136.77</b>	<b>\$ (48,504.29)</b>	<b>\$ 543,067.07</b>
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>				
Fund: 350 - Street Improvement Projects	\$ 24,108.66	\$ -	\$ -	\$ 24,108.66
Fund: 370 - North Main Street Bike Route	\$ (31,693.45)	\$ 27,468.76	\$ (1,141.00)	\$ (5,365.69)
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>	<b>\$ (7,584.79)</b>	<b>\$ 27,468.76</b>	<b>\$ (1,141.00)</b>	<b>\$ 18,742.97</b>
<b>Fund Type: 2.11 - Enterprise Funds - Unassigned</b>				
Fund: 560 - Sewer	\$ 623,903.31	\$ 100,810.87	\$ (81,505.56)	\$ 643,208.62
Fund: 561 - Sewer Liftstations	\$ 372,709.78	\$ 17,675.49	\$ (10,818.02)	\$ 379,567.25
Fund: 563 - Wastewater Treatment Plant	\$ 292,337.32	\$ 45,174.53	\$ -	\$ 337,511.85
Fund: 564 - Sewer Connections	\$ 41,080.00	\$ -	\$ -	\$ 41,080.00
Fund: 565 - General Obligation Bond 1978	\$ 2,190.87	\$ -	\$ -	\$ 2,190.87
Fund: 567 - Inflow & Infiltration	\$ 406,329.57	\$ 1,568.55	\$ -	\$ 407,898.12
<b>Fund Type: 2.11 - Enterprise Funds - Unassign</b>	<b>\$ 1,738,550.85</b>	<b>\$ 165,229.44</b>	<b>\$ (92,323.58)</b>	<b>\$ 1,811,456.71</b>
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>				
Fund: 998 - PAYROLL CLEARING FUND	\$ -	\$ -	\$ -	\$ -
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Totals:</b>	<b>\$ 4,090,961.39</b>	<b>\$ 334,801.24</b>	<b>\$ (250,792.43)</b>	<b>\$ 4,174,970.20</b>

Check Register Report

ITEM 4B

Checks Processed March

Date: 7 of 10  
4/7/2017

Time: 11:44 am

Page: 1

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>US BANK Checks</b>							
52397	03/02/2017	Reconciled		01448	AMERIGAS - COLFAX	PROPANE DEPOT	142.49
52398	03/02/2017	Reconciled		01650	AQUA SIERRA CONTROLS INC.	TECHNICIAN/FLOW METER	1,192.58
52399	03/02/2017	Reconciled		02630	BENNETT ENGINEERING SERVICES	N. MAIN ST. BIKE ROUTE	1,141.00
52400	03/02/2017	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	ACCT TEMP WK OF 2/19/17	1,197.60
52401	03/02/2017	Reconciled		02901	BUREAU VERITAS NORTH AMERICA	BLDG. OFFICIAL SERVICE	11,227.50
52402	03/02/2017	Reconciled		04592	DACOMM	INTERNET WWTP FEB 2017	99.95
52403	03/02/2017	Reconciled		05221	EOSI - ENVIRONMENT OPERATING	WWTP CHEMICALS	5,341.31
52404	03/02/2017	Reconciled		06278	FRONTIER COMMUNICATIONS	WWTP PHONE SERVICE	178.66
52405	03/02/2017	Reconciled		07460	GOLD COUNTRY MEDIA	PUBLIC HEARING NOTICE 3/8/17	198.20
52406	03/02/2017	Reconciled		08050	HACH COMPANY	WWTP LAB SUPPLIES	379.84
52407	03/02/2017	Reconciled		08159	HILL BROTHERS CHEMICAL CO.	CHEMICALS	7,990.55
52408	03/02/2017	Reconciled		08660	HUNT AND SONS, INC.	FUEL PUBLIC WORKS	227.22
52409	03/02/2017	Reconciled		09540	INTERSTATE SALES	SIGNAGE/POT HOLE PATCH	1,862.44
52410	03/02/2017	Reconciled		13193	MARK THOMAS & COMPANY	S. AUBURN ROUNDABOUT	326.00
52411	03/02/2017	Reconciled		14356	NORTHERN CALIFORNIA GLOVE	WWTP RUBBER GLOVES	111.97
52412	03/02/2017	Reconciled		16163	PLACER COUNTY CLERK	ELECTION FEES 2016	2,036.64
52413	03/02/2017	Reconciled		03580	PLACER COUNTY HHS	ANIMAL & FIELD SERVICES Q3	7,497.75
52414	03/02/2017	Reconciled		18378	RICHARDSON & COMPANY, LLP	AUDIT SERVICES FY 2016	6,875.00
52415	03/02/2017	Reconciled		18883	SAC-VAL JANITORIAL SUPPLY	SUPPLIES	64.05
52416	03/02/2017	Reconciled		19396	SIERRA SAFETY COMPANY	"ROAD CLOSED AHEAD" SIGN	392.95
52417	03/02/2017	Reconciled		19521	SOUTH BAY FOUNDRY, INC.	MANHOLE COVERS (3)	590.48
52418	03/02/2017	Reconciled		19601	STAPLETON, JOHN	REPLACE FIRE DEPT LIGHTS	1,945.97
52419	03/02/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONES	446.89
52420	03/06/2017	Reconciled		03141	CALPERS	Mar 2017 Health Premiums	8,458.35
52421	03/15/2017	Reconciled		01414	ALHAMBRA & SIERRA SPRINGS	WATER CITY HALL/CORP YARD	83.70
52422	03/15/2017	Reconciled		01448	AMERIGAS - COLFAX	PROPANE CITY HALL	271.95
52423	03/15/2017	Reconciled		01448	AMERIGAS - COLFAX	PROPANE FIRE HOUSE	216.69
52424	03/15/2017	Reconciled		01448	AMERIGAS - COLFAX	PROPANE SHERIFFS DEPT	350.13
52425	03/15/2017	Reconciled		01448	AMERIGAS - COLFAX	PROPANE DEPOT	169.03
52426	03/15/2017	Reconciled		01460	AMERIPRIDE UNIFORM SERVICE	STMT 2/28/17	330.08
52427	03/15/2017	Reconciled		01500	ANDERSON'S SIERRA	ALTERNATIVE DISINFECTION	1,643.92
52428	03/15/2017	Reconciled		01650	AQUA SIERRA CONTROLS INC.	CALIBRATE FLUME	1,373.00
52429	03/15/2017	Reconciled		01785	AUBURN JOURNAL, INC.	SUBSCRIPTION THRU 3/28/18	157.00
52430	03/15/2017	Reconciled		02031	BACK TO THE DRAWING BOARD	HISTORIC COLFAX SIGN	4,056.00
52431	03/15/2017	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	ACCT TEMP WK OF 2/36/17	598.80
52432	03/15/2017	Printed		03502	COLFAX AREA CHAMBER OF	DEPOSIT REFUND WINTERFEST 2016	100.00
52433	03/15/2017	Printed		03540	COLFAX LIONS CLUB	DEPOSIT REFUND WINTERFEST	100.00
52434	03/15/2017	Reconciled		04400	DIAMOND WELL DRILLING CO.	JAN 2017 MONITORING	4,456.00
52435	03/15/2017	Reconciled		07570	GRAINGER	WWTP SUPPLIES	125.97
52436	03/15/2017	Reconciled		08050	HACH COMPANY	WWTP LAB SUPPLIES	744.40
52437	03/15/2017	Reconciled		08086	HBE RENTALS	CONCRETE SAW	52.40
52438	03/15/2017	Reconciled		08159	HILL BROTHERS CHEMICAL CO.	WWTP CHEMICALS	2,788.75
52439	03/15/2017	Reconciled		08170	HILLS FLAT LUMBER CO	STMT 2/25/17	934.75
52440	03/15/2017	Reconciled		08660	HUNT AND SONS, INC.	PUBLIC WORKS FUEL	289.35
52441	03/15/2017	Reconciled		12180	LAWRENCE & ASSOCIATES INC	JAN 2017 LAND FILL MONITORING	432.50
52442	03/15/2017	Reconciled		14236	NEVADA COUNTY FENCE, INC.	CFG A BUILDING - TEMP FENCE	1,295.00
52443	03/15/2017	Reconciled		16300	PCWA -PLACER COUNTY	WATER	1,502.98
52444	03/15/2017	Reconciled		16011(2)	PELLETREAU, ALDERSON & CABRAL	FEB 2017 SERVICES	3,982.35
52445	03/15/2017	Reconciled		16035	PG&E	STMT 2/22/17	20,320.62
52446	03/15/2017	Reconciled		16190	PLACER COUNTY DEPARTMENT OF	FY 16/17 TRANSIT SERVICES	12,989.00
52447	03/15/2017	Reconciled		16230	PMSI	SUPPLIES	804.38
52448	03/15/2017	Reconciled		18400	RIEBES AUTO PARTS	STMT 2/28/17	176.29



Check Register Report

ITEM 4B

Checks Processed March

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CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>US BANK Checks</b>							
52449	03/15/2017	Reconciled		19059	SCHEMPF, JOHN	MILEAGE REIMB 12/7/16 - 3/1/17	347.76
52450	03/15/2017	Reconciled		01790	SIERRA OFFICE PRODUCTS	FEB 2017 OFFICE SUPPLIES	392.31
52451	03/15/2017	Reconciled		19320	SOLENIS	BELT PRESS POLYMER	1,620.56
52452	03/15/2017	Reconciled		19591	STANLEY CONVERGENT SECURITY	DEPOT SECURITY 4/1 - 6/30/17	132.57
52453	03/15/2017	Reconciled		19601	STAPLETON, JOHN	REPAIR ROOF/PREP DRYWALL	403.85
52454	03/15/2017	Reconciled		19743	WILL STOCKWIN	MILAGE REIMBURSEMENT	18.19
52455	03/15/2017	Reconciled		22106	VAN GRONINGEN & ASSOCIATES	FINANCE SERVICES FEB 2017	7,380.47
52456	03/15/2017	Reconciled		23301	WESTERN PLACER WASTE	FEB 2017 SLUDGE REMOVAL	479.16
52457	03/15/2017	Reconciled		25221	ZOOM IMAGING SOLUTIONS, INC.	PRINTER REPAIR	89.34
52458	03/16/2017	Printed		16019	PAYPAL	PAY PAL TRANSACTION	41.68
52459	03/23/2017	Reconciled		01500	ANDERSON'S SIERRA	DAMPER FOR C.M. OFFICE	698.70
52460	03/23/2017	Reconciled		01766	AT&T MOBILITY	FEB 2017 CELL PHONES	617.70
52461	03/23/2017	Reconciled		02818	BICKMORE	ETHICS TRAINING	2,000.00
52462	03/23/2017	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	ACCT TEMP WK OF 3/12/17	1,197.60
52463	03/23/2017	Reconciled		03401	CHOICE BUILDER	APRIL 2017 PREMIUMS	625.78
52464	03/23/2017	Reconciled		03493	COASTLAND CIVIL ENGINEERING	ENGINEER SERV FEB 2017	1,573.78
52465	03/23/2017	Reconciled		06730	COLFAX FARM AND COUNTRY STORE	PROPANE CORP YARD	151.97
52466	03/23/2017	Reconciled		04592	DACOMM	WWTP INTERNET MAR 2017	99.95
52467	03/23/2017	Reconciled		04234	DE LAGE LANDEN FINANCIAL	MAR 2017 COPY MACH MAINT/LEASE	468.34
52468	03/23/2017	Reconciled		06278	FRONTIER COMMUNICATIONS	WWTP PHONE SERVICE	173.01
52469	03/23/2017	Reconciled		07266	GILWEE ELECTRIC	TROUBLESHOOT ELECTRIC	265.00
52470	03/23/2017	Reconciled		07460	GOLD COUNTRY MEDIA	LEGAL NOTICE BIDDERS	412.20
52471	03/23/2017	Reconciled		07465	GOLD MINER PEST CONTROL	FIRE DEPT #37 PEST CONTROL	144.00
52472	03/23/2017	Reconciled		08660	HUNT AND SONS, INC.	PUBLIC WORKS FUEL	441.39
52473	03/23/2017	Reconciled		09455	INLAND BUSINESS SYSTEMS	COPY MACH MAINTENANCE	483.31
52474	03/23/2017	Reconciled		09540	INTERSTATE SALES	POT HOLE PATCH	1,158.85
52475	03/23/2017	Reconciled		23101	LARRY WALKER ASSOCIATES	CAPACITY STUDY WWTP	490.00
52476	03/23/2017	Printed		19390	MAR-VAL'S SIERRA MARKET	WWTP DISTILLED WATER	5.78
52477	03/23/2017	Reconciled		13193	MARK THOMAS & COMPANY	S. AUBURN ROUNDABOUT	512.00
52478	03/23/2017	Reconciled		13195	MARSON'S OF COLFAX	EMPLOYER WORK BOOTS	275.63
52479	03/23/2017	Reconciled		13265	MIDSTATE BARRIER, INC.	GUARDRAILS	17,800.00
52480	03/23/2017	Reconciled		14356	NORTHERN CALIFORNIA GLOVE	GLOVES/RAGSHIRT	186.40
52481	03/23/2017	Printed		16165	PLACER COUNTY ENVIRONMENTAL	WWTP - HAZMAT TESTING	996.00
52482	03/23/2017	Reconciled		18193	RECOLOGY AUBURN PLACER	TAX ROLLS 55% FY2016-2017	2,351.44
52483	03/23/2017	Reconciled		18194	RGS - REGIONAL GOV SERVICES	FEB 2017 PLANNING SERVICES	4,850.00
52484	03/23/2017	Reconciled		19197	SIERRA ECONOMIC DEVELOPMENT	MEMBER DUES 2016-2017	500.00
52485	03/23/2017	Reconciled		19396	SIERRA SAFETY COMPANY	SCOPE/BARRICADE/CONE	868.03
52486	03/23/2017	Reconciled		19650	STATE BOARD OF EQUALIZATION	2016 SALES TAX	822.00
52487	03/23/2017	Reconciled		19796	SWARTZ DIESEL	FIRETRUCK #37	720.00
52488	03/23/2017	Reconciled		20048	TALL BOOTS PUMPING SERVICES	SEWER SPILL CLEAN-UP	799.50
52489	03/23/2017	Reconciled		21560	US BANK CORPORATE PMT SYSTEM	STMT 02/22/17	4,528.62
52490	03/23/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	RR DEPOT SECURITY PHONE	13.64
52491	03/23/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
52492	03/23/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	CORP YARD PHONE/INTERNET	54.90

**Total Checks: 96** **Checks Total (excluding void checks): 177,621.74**

**Total Payments: 96** **Bank Total (excluding void checks): 177,621.74**

**Total Payments: 96** **Grand Total (excluding void checks): 177,621.74**

DAILY CASH SUMMARY REPORT

ITEM 4B

03/01/2017 - 03/31/2017

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 4/18/2017  
 2:23 pm

City of Colfax

		Debit	Credit	Net Chng
<b>Fund: 100 - General Fund</b>				
03/03/2017	Daily Totals	50.60	0.00	50.60
03/13/2017	Daily Totals	8,488.99	0.00	8,488.99
03/17/2017	Daily Totals	1,323.13	0.00	1,323.13
03/24/2017	Daily Totals	2,301.55	0.00	2,301.55
03/31/2017	Daily Totals	87,391.03	0.00	87,391.03
<b>Fund: 100 - General Fund</b>		<b>TOTALS:</b>	<b>99,555.30</b>	<b>0.00</b>
<b>Fund: 120 - Land Development Fees</b>				
03/03/2017	Daily Totals	10,000.00	0.00	10,000.00
03/17/2017	Daily Totals	2,500.00	0.00	2,500.00
<b>Fund: 120 - Land Development Fees</b>		<b>TOTALS:</b>	<b>12,500.00</b>	<b>0.00</b>
<b>Fund: 218 - Support Law Enforcement</b>				
03/13/2017	Daily Totals	14,146.51	0.00	14,146.51
<b>Fund: 218 - Support Law Enforcement</b>		<b>TOTALS:</b>	<b>14,146.51</b>	<b>0.00</b>
<b>Fund: 244 - CDBG MicroEnterprise Lending</b>				
03/31/2017	Daily Totals	500.00	0.00	500.00
<b>Fund: 244 - CDBG MicroEnterprise Lending</b>		<b>TOTALS:</b>	<b>500.00</b>	<b>0.00</b>
<b>Fund: 250 - Streets - Roads/Transportation</b>				
03/13/2017	Daily Totals	24.00	0.00	24.00
<b>Fund: 250 - Streets - Roads/Transportation</b>		<b>TOTALS:</b>	<b>24.00</b>	<b>0.00</b>
<b>Fund: 253 - Gas Taxes</b>				
03/02/2017	Daily Totals	3,146.75	0.00	3,146.75
03/31/2017	Daily Totals	3,319.51	0.00	3,319.51
<b>Fund: 253 - Gas Taxes</b>		<b>TOTALS:</b>	<b>6,466.26</b>	<b>0.00</b>
<b>Fund: 370 - North Main Street Bike Route</b>				
03/31/2017	Daily Totals	27,468.76	0.00	27,468.76

DAILY CASH SUMMARY REPORT

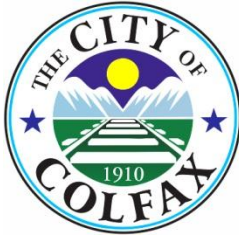
**ITEM 4B**

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 2:23 pm

03/01/2017 - 03/31/2017

City of Colfax

		Debit	Credit	Net Chng
<hr/>				
<b>Fund: 370 - North Main Street Bike Route</b>	<b>TOTALS:</b>	<b>27,468.76</b>	<b>0.00</b>	<b>27,468.76</b>
<b>Fund: 560 - Sewer</b>				
03/02/2017	Daily Totals	200.00	0.00	200.00
03/24/2017	Daily Totals	122.66	0.00	122.66
<hr/>				
<b>Fund: 560 - Sewer</b>	<b>TOTALS:</b>	<b>322.66</b>	<b>0.00</b>	<b>322.66</b>
<b>Fund: 561 - Sewer Liftstations</b>				
03/13/2017	Daily Totals	407.00	0.00	407.00
03/17/2017	Daily Totals	407.00	0.00	407.00
03/24/2017	Daily Totals	407.00	0.00	407.00
03/31/2017	Daily Totals	407.00	0.00	407.00
<hr/>				
<b>Fund: 561 - Sewer Liftstations</b>	<b>TOTALS:</b>	<b>1,628.00</b>	<b>0.00</b>	<b>1,628.00</b>
<hr/>				
<b>GRAND TOTALS:</b>		<b>162,611.49</b>	<b>0.00</b>	<b>162,611.49</b>



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 10, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** Laurie Van Groningen, Finance Director  
**DATE:** April 18, 2017  
**SUBJECT:** Schedule of Activities for Collecting Delinquent Sewer and Garbage Charges on Annual Tax Rolls

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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**RECOMMENDED ACTION:** Information Only.

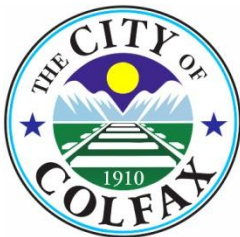
Annually, the City can collect delinquent sewer and garbage (on behalf of Franchisee) charges which have accrued, together with the interest thereon, on the Placer County tax roll in the same manner and at the same time as general property tax.

Staff has initiated the process for FY2016-2017 collection and is providing the schedule of activities for Council information.

City of Colfax - 2016-2017 Auditor Direct Charges			
Schedule of Activities for Placing Delinquent Sewer and Garbage Charges on Annual Tax Rolls			
Compile delinquent report - City Sewer	City	5/5/2017	All accounts > 60 days past due
Compile delinquent report - Recology Garbage	Recology	5/5/2017	Recology submits delinquent list to City
Recology submits draft delinquent letter to City for review	Recology	5/5/2017	
City send Delinquent Letter to affected property owners	City	5/12/2017	Same letter as last year - Describes processing and hearing date
Recology send Delinquent Letter to affected property owners	Recology	5/12/2017	Same letter as last year - Describes processing and hearing date
Public Hearing Notice - Colfax Record	City	5/18/2017	Must be noticed for two consecutive weeks - same notice as last year
Public Hearing Notice - Colfax Record	City	5/25/2017	Must be noticed for two consecutive weeks - same notice as last year
Hold Public Hearing - Sewer and Garbage combined hearing	City	6/14/2017	Regularly scheduled Council Meeting
Resolutions to place delinquents on Tax Rolls	City	6/14/2017	Council confirms sewer and garbage reports and placing liens
Submit Unsecured amounts to County	City	6/29/2017	This is required submittal date provided by County
Submit Secured amounts to County	City	7/21/2017	This is required submittal date provided by County

**CITY OF COLFAX  
SCHEDULE FOR SELF EVALUATION & TRANSITION PLAN  
FOR PUBLIC RIGHTS-OF-WAY**

<b>TASK</b>	<b>DUE DATE</b>
Begin Fieldwork/Data Collection	April 19 <sup>th</sup>
Complete All Field Work	April 27 <sup>th</sup>
Finish Cost Estimates	April 28 <sup>th</sup>
Draft SETP to City (not including costs or policy changes)	May 1 <sup>st</sup>
Submit Public Notice to Paper (Publish Date May 11 <sup>th</sup> )	May 3 <sup>rd</sup>
City Returns Comments on Draft	May 8 <sup>th</sup>
SETP (including costs and policy) Ready for Public Review	May 11 <sup>th</sup>
Publish Public Notice/Begin Public Review Period (30 Days)	May 12 <sup>th</sup>
Submit Public Notice to Paper (Publish Date June 8 <sup>th</sup> )	June 2 <sup>nd</sup>
End 30 Day Public Review Period	June 12 <sup>th</sup>
Address Public Comments/Staff Report due	June 14 <sup>th</sup>
Public Hearing/City Council Adopts SETP	June 21 <sup>st</sup>
Back-Up City Council Meeting if not adopted on June 21 <sup>st</sup>	June 28 <sup>th</sup>



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 10, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager

**PREPARED BY:** Wes Heathcock, Community Services Director

**SUBJECT:** Shade Structure for Lions Park Playground Equipment

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$20,000	FROM FUND: 213 (Parks Mitigation Fees) & Lions Club Donation
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**RECOMMENDED ACTION:** Adopt Resolution 15-2017 approving the purchase and installation of a shade structure from MRC Inc. for the Lions Park playground equipment in an amount not to exceed \$20,000.

### **DISCUSSION AND SUMMARY:**

The City of Colfax was approached by the Lions Club with interest in erecting a shade cover over the existing playground structure at the Lions Park. The Lions Club interest was instigated by the local Mom's Club who wanted shade over the existing play structure. The Lions Club has donated \$5,000 to the City of Colfax for the purchase and installation of the shade cover.

The play structure becomes too hot for children to play after mid-morning hours. The shade cover will allow the community to enjoy the Lions Park play structure throughout the day. Improving the usability of the play structure will also complement the Splash Park giving an additional play area in the afternoons.

During the 2016/17 mid-year budget review process, City Council approved the shade cover project from the 213 Parks Mitigation Fee Fund. Staff solicited quotes for the purchase and installation of a hip style metal frame with a removable fabric cover from three shade cover companies. The cost breakdown based on the requested style and size is as follows:

Contractor	Cost	Comments
MRC Inc.	\$17,080	Hip Style with Fabric Roof
Ross Recreation Equip	\$24,801	Hip Style with Fabric Roof
All About Play	\$27,000	Hip Style with Fabric Roof

Staff recommends the City Council authorize the City Manager to purchase and install the shade cover from MRC Inc. in the amount not to exceed \$20,000, which includes a 15% contingency above the cost estimate. The contingency is higher than the typical 10% because the footings for the supporting poles must be 6' or greater, which risks encountering impermeable rock material.

### **FINANCIAL AND/OR POLICY IMPLICATIONS:**

The cost of the Project is \$17,080 with a \$2,920 contingency request totaling \$20,000. Parks Mitigation 213 Fund will contribute \$15,000 and the Lions Club has donated the remaining \$5,000 for the project.

### **ATTACHMENTS:**

1. Resolution 15-2017
2. Bid Proposals
3. Shade Cover Example

# City of Colfax

## City Council

Resolution № 15-2017

### APPROVING THE PURCHASE AND INSTALLATION OF A SHADE STRUCTURE FROM MRC INC FOR THE LIONS PARK PLAYGROUND EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$20,000.

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**WHEREAS**, the Colfax Lions Club has donated \$5,000 towards purchase of a shade structure over the playground equipment at the Lions Club Children's Park; and,

**WHEREAS**, the City Council approved the shade structure project at the mid-year budget review on February 12, 2017; and,

**WHEREAS**, City staff solicited quotes from various shade cover supplier vendors; and,

**WHEREAS**, MRC Inc. was the lowest responsive bidder; and,

**WHEREAS**, the City staff is recommending approving the purchase and installation of shade cover for the Lions Park play structure from MRC Inc.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Colfax approves the purchase and installation of a shade structure for the Lions Park playground equipment from MRC Inc. in an amount not to exceed \$20,000.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 10th day of May, 2017 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

**Stephen Harvey, Mayor**

**ATTEST:**

---

**Lorraine Cassidy, City Clerk**



**PROPOSAL**

1675 Locust Street, Red Bud, IL 62278

Phone: (618) 282-8200

Fax: (618) 282-8202

**DATE QUOTED:** 4/20/2017 3:10:57 PM

**PROPOSAL EXPIRES:** 5/20/2017 12:00:00 AM

**PROPOSAL #:** QU-00089858

**Company:** MARTURANO RECREATION COMPANY, INC.

**Ship To:** COLFAX

**Contact Name:**

**City:** Colfax

**Phone #:**

**State:** CA

**Fax #:**

**Zip Code:** 95713

**E-mail:**

**Freight Carrier:** FEDEX ECON

**Delivery Terms:** PPD/Add

QTY	ITEM	DESCRIPTIONS	UNIT PRICE	EXTENDED \$
1	M-SHADE	Hip, 40ft x 24ft, 16ft entry, 1 top, 4 posts, 90mph windload, 5lbs psf snowload	\$8567.07	\$8567.07
1	M-ENGINEER	SIGNED & SEALED ENGINEERING DRAWINGS, CALCULATIONS AND FOOTING DESIGN	600.00	600.00
<b>LEAD TIME:</b>			<b>SUBTOTAL</b>	\$9167.07
PLEASE ALLOW 5 - 7 WEEKS or LESS for delivery AFTER sealed drawings are approved. Quotes valid for 30 DAYS. Price is for product only, unloading & installation by others. THANK YOU FOR CHOOSING ULTRASHADE FOR CUSTOM SHELTERS!			<b>ESTIMATED FREIGHT</b>	1194.08
<b>ESTIMATED FREIGHT:</b>			<b>TOTAL</b>	<b>\$10,361.15</b>
Freight charges are estimated at the time of quote and charges may increase due to the volatile situation with fuel surcharges and other related costs. Please advise your customers that this is an "ESTIMATE" of freight costs.			<b>Installation: \$6,632.00</b>	
<b>TOTALS / TAXES:</b>			<b>*Prices do not include Ca tax</b>	
The above total quote amount does NOT include SALES TAX and any applicable sales tax will apply on ALL ORDERS unless a valid Sales Tax Exemption # or Resell Form is submitted with the project purchase order and/or the project contract.				
<b>DELIVERY INFORMATION / SHIPPING:</b>				
ULTRAPLAY USES CONTRACTED FREIGHT CARRIERS. SHIPPING RATE BASED ON A STANDARD CONDITION. ADDITIONAL CHARGES MAY APPLY UPON DELIVERY BASED ON FUEL SURCHARGES, DELIVERY SITE CONDITIONS OR OTHER UNFORESEEN FACTORS.				
<b>ENGINEERING - NOTE:</b>				
Engineered Sealed Drawings, Engineered Footings and Engineered Calculations - IF QUOTED - they are based on local and state construction codes and specifications. Wind Loads, Snow Loads and Seismic requirements are all verified with these Documents. Rates vary per state.				

**When placing order, please indicate proposal number or include a copy of your proposal.**



Quote Number 00022230  
 Opportunity Name Lions Children's Park Shade  
 Quote Name Lions Children's Park Hip Shade  
 Quote Date 4/19/2017  
 Quote Exp Date 7/19/2017  
 Est Lead Time 8-12 weeks

Bill To Name City of Colfax	Ship To
Bill To PO Box 702	United States
33 South Main Street	
Colfax, California 95713	
United States	

Quantity	Product	Product Description	Sales Price	Total Price
1.00	Custom Canopies	Custom Canopies 40' x 24' x 16' height Hip Canopy (peak 20'). Price includes rebar footing cages and CA Fire Marshal fabric. Post color - specify Fabric color - specify *Does not include permits*	\$9,707.00	\$9,707.00
1.00	Engineering Fees	Structural Engineering Calculations - may take 3-4 weeks to complete engineering. Soils Report needed, (Customer must approve before fabrication can begin) Lead time for equipment/materials will not begin until receipt of approved engineering to ensure proper manufacturing per engineering specifications.  SHIP ENGINEERING CALCULATIONS TO: Required Building Code: Wind Load: Snow Load:	\$978.00	\$978.00
1.00	Install- Shade	Installation of Custom Canopies 40' x 24' x 16' height Hip Canopy (peak 20') by a factory certified installer. Direct bury/sub-surface installation.  *Project DIR # needed for State Prevailing Wage projects.* **Installation price quoted for favorable working conditions. If rock, poor soil conditions, a high water table and/or other unforeseen site conditions exist requiring additional materials and labor, additional charges may be incurred.**	\$11,578.00	\$11,578.00

### Total Quote Amounts

County/ City Tax	Placer County	Materials Amount	\$9,707.00
Tax Rate	7.2500%	Tax Amount	\$703.76
Credit Terms	Net 30 On Materials Shipment	Labor Total	\$12,556.00
		Freight Amount	\$1,834.00
		Total	\$24,800.76

### Notes to Customer

Thank you for the opportunity to quote your upcoming project. PLEASE NOTE: quote does not include payment and performance bonds, security, storage, permits, inspection, or safety surfacing unless otherwise noted.

Deposits may be required before order can be placed depending on customer credit terms. Your purchase is subject to the terms and conditions of this quote, approval of this quote agrees to those terms.

Prepared By Tara Bartosch  
 Email tarab@rossrec.com



Quote Number 00022230  
Opportunity Name Lions Children's Park Shade  
Quote Name Lions Children's Park Hip Shade  
Quote Date 4/19/2017  
Quote Exp Date 7/19/2017  
Est Lead Time 8-12 weeks

**ITEM 4E**  
5 of 7

Bill To Name City of Colfax  
Bill To PO Box 702  
33 South Main Street  
Colfax, California 95713  
Signature \_\_\_\_\_ United States  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Ship To  
United States

Prepared By Tara Bartosch  
Email tarab@rossrec.com

Wes,

I am getting a fully engineered cost for you, in the meantime our 24x40' hip roof structure, 14' eave height with engineering, freight, materials and install with prevailing wages runs about 27k. That is a full turn key project except the permitting, we do provide you with full engineered drawings for permitting purposes but we do not pull the permit or pay any permitting fees. I should have a more formal quote by early next week, if there is anything else I can help you with please let me know, thanks, Tracy

**From:** Wes Heathcock [<mailto:wes.heathcock@colfax-ca.gov>]

**Sent:** Tuesday, April 18, 2017 8:37 AM

**To:** 'Tracy Stypa' <[tracy@playgroundpros.com](mailto:tracy@playgroundpros.com)>

**Subject:** RE: Quote Request

Hi Tracy,

It was great talking to you on the phone. I have attached a few images of the structure for reference.

Thank you,



**Wes Heathcock**  
COMMUNITY SERVICES DIRECTOR  
(530) 346.2313 • Office  
(530) 346.6214 • Fax

Colfax City Hall • PO Box 702, Colfax, CA 95713 • [www.Colfax-CA.gov](http://www.Colfax-CA.gov)

**From:** Tracy Stypa [<mailto:tracy@playgroundpros.com>]

**Sent:** Monday, April 17, 2017 3:15 PM

**To:** [Wes.heathcock@colfax-ca.gov](mailto:Wes.heathcock@colfax-ca.gov)

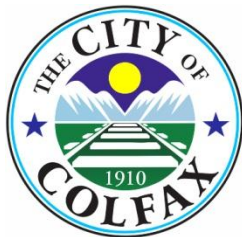
**Subject:** Quote Request

Hi Wes

Glen said he spoke to you about our products. I am just getting ready to leave the office for some appointments. I should have some pricing for you by tomorrow morning. I understand you are looking for a 40x24' fabric shade shelter with a 16' eave height including installation, if there is anything else you need with this quote please let me know. I will be in touch tomorrow, thanks, Tracy

## Hip Style Shade Cover Example (UltraShade Covers)





# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 10, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager

**PREPARED BY:** Staff

**SUBJECT:** Sierra Oaks Estates Mitigation and Impact Fee Adjustments

N/A  FUNDED  UN-FUNDED    **AMOUNT:**                      **FROM FUND:**

**RECOMMENDED ACTION:** Adopt Resolution 16-2017 approving the adjustments to the mitigation and impact fees for the Sierra Oaks Estates development as agreed upon by the Land Use/New development Strategies committee.

### **DISCUSSION AND SUMMARY:**

City Council adopted Resolution 48-2016 approving the Sierra Oaks Estates development project on December 14, 2106. Earlier this year the developer asked the City to evaluate the mitigation impact fees for the project. Mitigation fees are set on an annual basis. The 2017 fee schedule is attached.

On March 22, 2107 the City Council authorized the Land Use/New-Development Strategies Committee to negotiate with the developer on behalf of Council. Subsequently the developer, staff and the committee met to discuss the fees.

After negotiation all parties agreed to the follow payments:

	2017 Single Family	2017 Multi-Family	Negotiated Rate for Sierra Oaks Estates
Roads	\$1,802	\$1,301	No Change
Drainage Study	\$74	\$48	0
Drainage (E-W Culverts)	3,416	\$2,216	N/A
Trails	\$1,125	\$787	\$147/\$263
Parks and Recreation	\$5,731	\$4,011	\$4,298/\$3,008 (25% reduction)
City Buildings	\$684	\$494	No Change
City Vehicles	\$130	\$94	No Change
Downtown Parking	\$581	\$420	0
Sewer Impact Fee	\$8,260	\$8,260	No Change
Landfill Equity Buy-in Fee	\$47	\$47	0
Construction Tax	1% of value	1% of value	No Change

They also agreed these fees would not be subject to increase for two years. . The fees will be due and payable upon application for the Certificate of Occupancy for each completed housing unit.

Staff recommends Council require the upgrade to a 15" pipe for the main wastewater line through the project may be completed in two phases. Phase One for the single family units when the first house connects to the main. Completion for Phase Two will be required when the first apartment building is ready to connect to the main. Costs for the main upgrade will be credited against the Sewer Impact Fees due for the project.

Upon approval of these fees and conditions by Council, the City Attorney will draft an agreement to be signed by the developer and the City Manager.

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ATTACHMENTS:

1. Resolution 16-2017
2. Current Mitigation Fee Schedule

# City of Colfax

## City Council

### Resolution № 16-2017

#### APPROVING ADJUSTMENTS TO THE MITIGATION AND IMPACT FEES FOR THE SIERRA OAKS ESTATES DEVELOPMENT AS AGREED UPON BY THE LAND USE/NEW DEVELOPMENT STRATEGIES COMMITTEE

**WHEREAS**, City Council adopted Resolution 48-2016 approving the Sierra Oaks Estates development project on December 14, 2106; and,

**WHEREAS**, On March 22, 2107 the City Council authorized the Land Use/New-development Strategies committee to negotiate adjustments to the mitigation and impact fees with the developer on behalf of Council; and,

**WHEREAS**, there committee and developer have agreed to fees which will not be subject to change for two years; and,

**WHEREAS**, the developer has agreed to install sewer mains at the times and places prescribed by the City; and,

**WHEREAS**, upon approval of these fees by Council, the City Attorney will draft an agreement to be signed by the developer and the City Manager,

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax approves the following Mitigation and Impact fees for the Sierra Oaks Estates Development.

	<b>Negotiated Rate for Sierra Oaks Estates</b>	
	<b>Single Family</b>	<b>Multi Family</b>
Roads	\$1802	\$1,301
Drainage Study	0	0
Drainage (E-W Culverts)	N/A	N/A
Trails	\$147	\$263
Parks and Recreation	\$4,298	\$3,008
City Buildings	\$684	\$494
City Vehicles	\$130	\$94
Downtown Parking	0	0
Sewer Impact Fee	\$8,260	\$8,260
Landfill Equity Buy-in Fee	0	0
Construction Tax	1% of Value	1% of Value

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 10th day of May, 2017 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

\_\_\_\_\_  
**Stephen Harvey, Mayor**

\_\_\_\_\_  
**Lorraine Cassidy, City Clerk**





# CITY of COLFAX

## C A L I F O R N I A

CITY HALL, 33 SOUTH MAIN STREET, COLFAX, CA



## Mitigation/Impact Fee Schedule Summary for New Construction

UPDATED JANUARY 2017

	Single Family	Multi-Family	Office	Retail	Industrial
Roads	\$1,802	\$1,301	\$5,285	\$6,342	\$1,172
Drainage Study	\$74	\$48	\$57	\$68	\$43
Drainage (E-W Culverts) <sup>6</sup>	\$3,416	\$2,216	\$2,616	\$3,139	\$1,962
Trails	\$1,125	\$787	\$35	\$31	\$12
Parks & Recreation	\$5,731	\$4,011	\$178	\$160	\$63
City Buildings	\$684	\$494	\$2,007	\$2,409	\$445
City Vehicles	\$130	\$94	\$380	\$456	\$84
Downtown Parking	\$581	\$420	\$1,705	\$2,046	\$378
Sewer Impact Fee	\$8,260 <sup>1</sup>	\$8,260 <sup>1,2</sup>	\$8,260 <sup>1,3</sup>	\$8,260 <sup>1,4</sup>	<sup>1,5</sup>
Landfill Equity Buy-In Fee	\$47	\$47	\$47 <sup>7</sup>	\$47 <sup>7</sup>	\$2,000 <sup>7</sup>
Construction Tax*	1% of value <sup>10</sup>	1% of value	1% of value	1% of value	1% of value
Water Connection Fee	PCWA <sup>8</sup>	PCWA <sup>8</sup>	PCWA <sup>8</sup>	PCWA <sup>8</sup>	PCWA <sup>8</sup>
School Impact Fee	School District <sup>9</sup>	School District <sup>9</sup>	School District <sup>9</sup>	School District <sup>9</sup>	School District <sup>9</sup>
Whitcomb Fair Share	<sup>11</sup>	<sup>11</sup>	<sup>11</sup>	<sup>11</sup>	<sup>11</sup>

<sup>1</sup> The sewer impact fee is adjusted on July 1<sup>st</sup> of each year by the City Engineer by a percentage equal to the annual percentage of increase or decrease in the San Francisco Bay Area Construction Cost Index, as published in the May Engineering News-Record (ENR) or equivalent ENR data.

<sup>2</sup> The Multi-Family, the Sewer Impact Fee is the base rate listed above plus eighty percent of the base rate for each additional dwelling unit. For example, for a 5-unit complex, the total sewer impact fee is calculated as  $8,260 + (0.8 * 8,260 * 4) = \$34,692$

<sup>3</sup> Sewer Impact Fees for office buildings are assessed at the base rate listed above plus twenty percent of the base rate per 1,000 square feet (sf) of gross floor area. For example, for a 2,500 square foot office building, the total sewer impact fee is the base rate plus the gross square feet of floor area divided by 1,000, times 20% of the base rate.  $8,260 + (2,500/1,000 * 0.2 * 8,260) = \$12,390$

<sup>4</sup> Sewer Impact Fees for retail buildings are assessed at the base rate listed above plus fifty percent of the base rate per amount of square footage exceeding 1,000sf. For example, for a 2,500sf retail building, the total sewer impact fee is the base rate plus the square footage of gross floor area exceeding 1,000sf divided by 1,000, times 50% of the base rate.  $8,260 + (1,500/1,000 * 0.5 * 8,260) = \$14,455$

<sup>5</sup> Each industrial building is vastly different and requires a thorough examination of use or uses to assess the proper sewer impact fee. Please contact the City of Colfax to request a meeting to discuss the assessment process.

<sup>6</sup> Drainage (East-West Culverts) applies only to parcels being developed in two small, specific areas of the City bordering the Bunch Creek watershed.

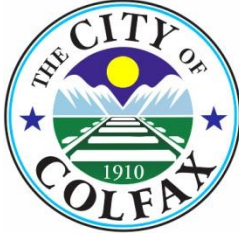
<sup>7</sup> The Landfill Equity Buy-In Fee for office, retail, and industrial buildings exceeding 2,000sf of gross floor area increases by \$47 per 2,000sf of gross floor area or portion thereof. For example, for a 2,500sf building, the Landfill Equity Buy-In Fee is \$47 plus \$47 for exceeding 2,000sf while remaining under 4,000sf. The fee for a 4,500sf building is \$47 plus \$47 for exceeding 2,000sf plus \$47 for exceeding 4,000sf, for a total of \$141.

<sup>8</sup> Placer County Water Agency (PCWA) water connection fees vary based on connection size and type of building, and can be obtained from PCWA directly. (530) 823-4850

<sup>9</sup> School Impact Fees vary based on the type of building and square footage, and can be obtained from the Placer Unified School District. (530) 886-4400

<sup>10</sup> Construction tax for mobile homes, both modular and prefabricated is a flat \$500 fee.

<sup>11</sup> The Whitcomb Avenue Fair Share Agreement applies to parcels being developed on Whitcomb Avenue. Please consult the City of Colfax for clarification of the Agreement.



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 10, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager

**PREPARED BY:** Staff

**SUBJECT:** Pavement Management Plan

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: <\$20,000	FROM FUND: 250
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**RECOMMENDED ACTION:** Adopt Resolution 17-2017 authorizing the City Manager to approve the proposal by Coastland Engineering for a Pavement Management Plan

### DISCUSSION AND SUMMARY:

City Council goals include street improvements and repaving. The first step in accomplishing this goal is to evaluate the current condition of pavement throughout the City. The City Engineer has developed a proposal for a Pavement Management Plan. The plan will systematically evaluate the current pavement conditions as well as project future pavement conditions for all City maintained streets. Additionally, the Pavement Management Plan will recommend annual budget requirements for maintenance and rehabilitation of the City street system.

A thorough explanation of a Pavement Management Plan is attached.

The proposal from Coastland was not available at posting time. It will be added to the website as soon as possible. Copies will be placed in Council boxes.

### ATTACHMENTS:

1. Resolution 17-2017
2. Pavement Management Plan explanation
3. (to be included later) Coastland Proposal for a Pavement Management Plan

**City of Colfax**  
**City Council**

Resolution № 17-2017

**AUTHORIZING THE CITY MANAGER TO APPROVE THE PROPOSAL  
BY COASTLAND ENGINEERING FOR A PAVEMENT MANAGEMENT  
PLAN**

---

**WHEREAS**, City Council would like to move forward with improving the condition of Colfax City streets; and,

**WHEREAS**, the first step in a City wide pavement improvement program is to create a Pavement Management Plan; and,

**WHEREAS**, the City Council has budgeted funds for a Pavement Management Plan; and,

**WHEREAS**, the City Engineering Firm, Coastland Engineering, has developed a proposal to evaluate the condition of City streets through a Pavement Management Plan at a price acceptable to Council,

**NOW THEREFORE, BE IT RESOLVED** the City Council authorizes the City Manager to approve the proposal by Coastland Engineering for a Pavement Management Plan.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 10th day of May, 2017 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**Stephen Harvey, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Lorraine Cassidy, City Clerk**

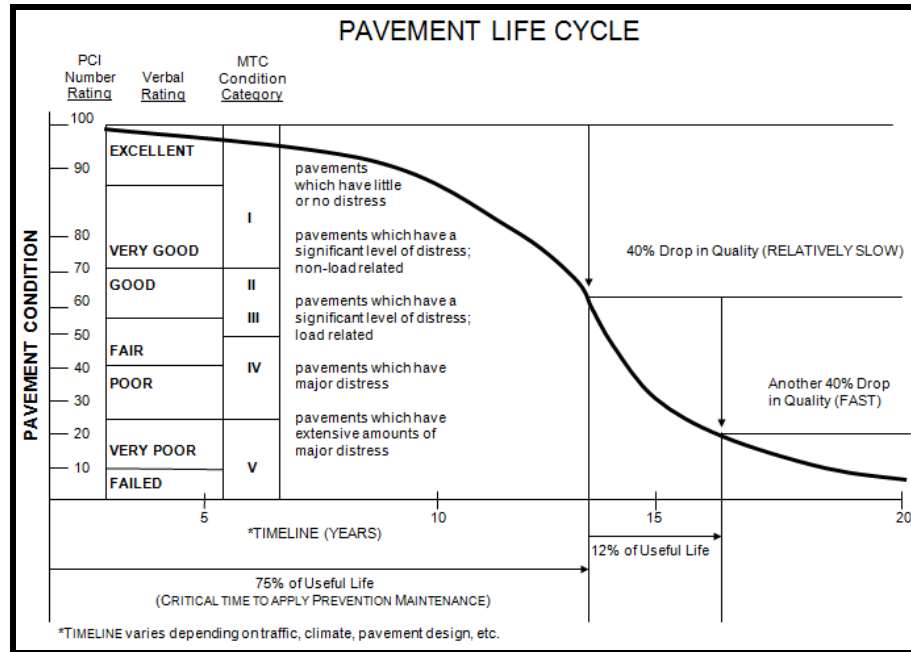
## Purpose

The purpose of a PMP is to satisfy following street pavement needs:

1. A systematic and consistent method of evaluating current pavement conditions as well as projecting future pavement conditions for all City maintained streets.
2. Development of current and future annual budget estimates to implement a recommended 5-year pavement maintenance/rehabilitation plan for the street system. These budget estimates are based on the specific unit costs input for the different types of preventative maintenance and rehabilitation pavement treatments used by the City.

PMP is a tool that allows the City to be pro-active in the management of the street pavement system. In order to be effective and provide accurate recommendations, it should be updated regularly. Before the widespread use of PMP's, the City typically maintained the streets as they showed a need for repair or as complaints were received. This reactive method of managing pavement maintenance by waiting to respond until the problem was obvious did not use available street maintenance funds in the most cost effective way. The use of a PMP for the management of the street system result in implementing the most cost effective maintenance to a valued asset and ensure that the City is getting the most for the money expended. Implementation of the PMP can also significantly reduce the future cost of street maintenance and repair.

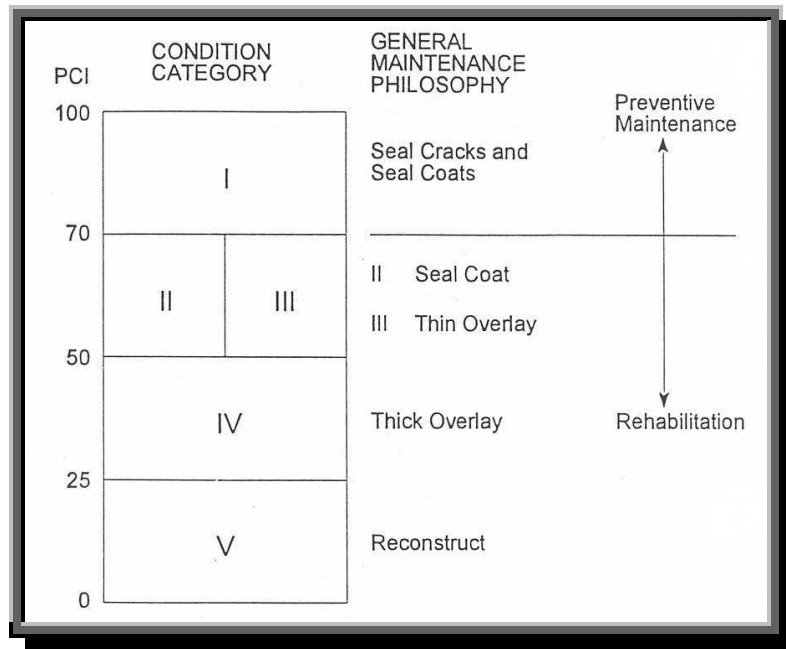
Typically, jurisdictions respond to street funding shortfalls by deferring preventative maintenance work on what appears to be the better condition streets. Preventative maintenance is includes low-cost pavement treatments such as crack sealing, slurry sealing and sometimes a thin asphalt overlay of a paved street. As jurisdictions concentrate their limited resources on the most obvious needs, such as filling potholes or rehabilitating streets with the worst pavement conditions, the critical area of preventive maintenance is neglected. This approach allows pavement deterioration to continue on what appears to be the streets that are in better condition. Unfortunately, the rate of street deterioration is not linear. As more time passes, the rate of deterioration on the better condition streets increases over time. Extensive research shows street pavement without any preventative maintenance deteriorates in quality in a relatively slower rate during the first 75% (typically 10-15 years) of its useful life. Significant deterioration in quality occurs at a much faster rate in the next 12% of its useful life. Figure 1 "Pavement Life Cycle" shows the typical degradation of street pavement over time *without* any type of pavement treatment. Providing preventative maintenance and/or repair prior to pavement reaching 75% of its useful life are critical to cost effectively extending the useful life of any pavement.



**Figure 1**

The cost of applying preventive maintenance treatments before 75% of a pavement's useful life is generally one-tenth to one-fifth the cost of applying the required expensive rehabilitation or reconstruction treatment after 75% of a pavement's useful life. Comparative studies of preventative maintenance versus rehabilitation treatment strategies have further found the sum of the expenses to apply low cost preventative maintenance treatments is significantly less for streets in a "very good" to "excellent" condition (PCI = 70 to 100), than the one time expense to apply high cost rehabilitation/reconstruction treatments to streets allowed to deteriorate to the "poor" to "failed" conditions (PCI = 0 to 25). The ultimate goal of the PMP is to raise the overall condition of the entire street network system to a "very good" to "excellent" condition so low cost preventive maintenance treatments are the primary pavement strategies being applied. Figure 2 "Pavement Treatment Application Strategies vs. Pavement Condition Index" shows the various treatment methods used based on the PCI of a street.

**PAVEMENT TREATMENT APPLICATION STRATEGIES  
VS. PAVEMENT CONDITION INDEX (PCI)**



**Figure 2**

The PMP program also can act as a decision making tool that allows the City to query the program to allocate actual or desired funds in a cost-effective manner to all or selected streets. This 2015 PMP Update Report provides the current and the 5-year projected average PCI of all City maintained street with and without the stated recommended treatments. It provides a recommended 5-year Street maintenance plan including the type of pavement maintenance needed and the associated costs. It also provides the financial and physical impacts of deferred maintenance to every street in the street system. Using a PMP could lower the overall cost of maintaining the street network system over time and significantly extend the useful life of the street system.

## Step 1 Sewer Rate Study

*This document will be updated with corrected dates*



# Five Year Capital Improvement Program

*Fiscal Years 2016 - 2020*

*Adopted Date*

*Resolution No.*

# **Program Cost Summary**

*Fiscal Years 2016 - 2020*



**City of Colfax**  
**Five Year Capital Improvement Program**  
**FISCAL YEARS 2016-2020**  
**PROGRAM COST SUMMARY**

<i>PROGRAM</i>	<b>COST BY FISCAL YEAR</b>					
	<i>FY 2016-17</i>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>	<i>FY 2020 &amp; Beyond</i>	<i>Total</i>
<b>Wastewater Collection Subtotal</b>	\$ -	\$ 490,000	\$ 445,000	\$ 338,000	\$ 822,000	\$ 2,095,000
<b>Inflow &amp; Infiltration Subtotal</b>	\$ -	\$ 30,000	\$ 165,000	\$ -	\$ -	\$ 195,000
<b>Developer Funds Subtotal</b>	\$ 45,000	\$ 332,000	\$ -	\$ -	\$ -	\$ 377,000
<b>Wastewater Treatment Subtotal</b>	\$ 7,000	\$ 118,000	\$ -	\$ -	\$ -	\$ 125,000
<b>Grand Total</b>	\$ 52,000	\$ 970,000	\$ 610,000	\$ 338,000	\$ 822,000	\$ 2,792,000

# **Project Cost Listing**

*Fiscal Years 2016 - 2020*

**City of Colfax  
Five Year Capital Improvement Program**

**PROJECT COST LISTING**

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020 & Beyond	

**Wastewater Collection**

WWC-001	Sewer System Repairs	\$ -	\$ 127,000	\$ 127,000	\$ 127,000	\$ 127,000	\$ 508,000
WWC-003	Pump Station Pump & Motor Replacement	\$ -	\$ 40,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 73,000
WWC-004	Pump Station 2 Surge Protection	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
WWC-005	Pump Station 3 Force Main	\$ -	\$ 199,000	\$ -	\$ -	\$ -	\$ 199,000
WWC-006	Pleasant Street Sewer Main Extension	\$ -	\$ 49,000	\$ 187,000	\$ -	\$ -	\$ 236,000
WWC-008	Trunk Sewer Phase 2	\$ -	\$ -	\$ 120,000	\$ 200,000	\$ 684,000	\$ 1,004,000
WWC-009	Colfax Avenue Sewer Replacement	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
<b>Wastewater Collection Subtotal</b>		<b>\$ -</b>	<b>\$ 490,000</b>	<b>\$ 445,000</b>	<b>\$ 338,000</b>	<b>\$ 822,000</b>	<b>\$ 2,095,000</b>

**Inflow & Infiltration**

WWC-002	Quinns Lane Storm Water Intrusion	\$ -	\$ 30,000	\$ 165,000	\$ -	\$ -	\$ 195,000
<b>Inflow &amp; Infiltration Subtotal</b>		<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 195,000</b>

**Developer Funds**

WWC-007	Trunk Sewer Phase 1	\$ 45,000	\$ 332,000	\$ -	\$ -	\$ -	\$ 377,000
<b>Developer Funds Subtotal</b>		<b>\$ 45,000</b>	<b>\$ 332,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 377,000</b>

**Wastewater Treatment**

WWTP-001	Pond 1 Cross Levee	\$ 7,000	\$ 118,000	\$ -	\$ -	\$ -	\$ 125,000
<b>Wastewater Treatment Subtotal</b>		<b>\$ 7,000</b>	<b>\$ 118,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>

<b>Grand Total All Projects</b>		<b>\$ 52,000</b>	<b>\$ 970,000</b>	<b>\$ 610,000</b>	<b>\$ 338,000</b>	<b>\$ 822,000</b>	<b>\$ 2,792,000</b>
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# **Funding Source Summary**

*Fiscal Years 2016 - 2020*

**City of Colfax  
Five Year Capital Improvement Program  
FISCAL YEARS 2016-2020  
FUND SOURCE SUMMARY**

PROGRAM *	Previous Appropriation	COST BY FISCAL YEAR					
		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020 & Beyond	Total
Sewer Collection System Fund # 561	\$ -	\$ -	\$ 490,000	\$ 445,000	\$ 338,000	\$ 822,000	\$ 2,095,000
Inflow and Infiltration Fund # 567	\$ -	\$ -	\$ 30,000	\$ 165,000	\$ -	\$ -	\$ 195,000
Developer Fund	\$ -	\$ 45,000	\$ 332,000	\$ -	\$ -	\$ -	\$ 377,000
Sewer Facilities Reserve Fund	\$ -	\$ 7,000	\$ 118,000	\$ -	\$ -	\$ -	\$ 125,000
<b>Grand Total</b>	<b>\$ -</b>	<b>\$ 52,000</b>	<b>\$ 970,000</b>	<b>\$ 610,000</b>	<b>\$ 338,000</b>	<b>\$ 822,000</b>	<b>\$ 2,792,000</b>

# **Project Data Forms**

*Fiscal Years 2016 - 2020*

**City of Colfax  
Five Year Capital Improvement Program  
PROJECT DATA FORM**

<b>Project Number:</b> WWC-001		<b>Project Name:</b> Sewer System Repairs						
<b>Location:</b> Various		<b>Project Type:</b> Sewer Collection			<b>Project Manager(s):</b> Travis Berry			
<b>Description:</b> Annual repairs to sewer mains and manholes (collection system) in various locations as identified by call-outs and video inspections.								
<b>Justification:</b> Reduce maintenance cost, reduce inflow and infiltration and regulatory compliance.								
<b>Priority:</b> Necessary (2)								
<b>Notes:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2016-17</i>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>	<i>FY 2020 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Engineering			\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
	Construction			\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
	Construction Management/Inspection			\$12,000	\$12,000	\$12,000	\$12,000	\$48,000
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$127,000	\$127,000	\$127,000	\$127,000	\$508,000
<b>REQUIRED PROJECT FUNDING</b>	Sewer Collection System Fund # 561			\$127,000	\$127,000	\$127,000	\$127,000	\$508,000
	Grants							\$0
	Developer Funds							\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$127,000	\$127,000	\$127,000	\$127,000	\$508,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b> Programmatic costs estimated from past expenditures.								

**City of Colfax  
Five Year Capital Improvement Program  
PROJECT DATA FORM**

<b>Project Number:</b> WWC-002		<b>Project Name:</b> Quinns Lane Storm Water Intrusion						
<b>Location:</b> Quinns Lane and West Oak Street		<b>Project Type:</b> Sewer Collection			<b>Project Manager(s):</b> Travis Berry			
<b>Description:</b> Investigate, identify and repair storm water intrusion in this area.								
<b>Justification:</b> Reduce inflow and infiltration. Identify potential illegal storm drain connections to sewer system. Regulatory compliance.								
<b>Priority:</b> Necessary (2)								
<b>Notes:</b> Approximately 31 connections in this area. Some repairs may be property owner's responsibility.								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2016-17</i>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>	<i>FY 2020 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Engineering - Smoke Testing			\$30,000				\$30,000
	Construction				\$150,000			\$150,000
	Construction Management/Inspection				\$15,000			\$15,000
								\$0
								\$0
							\$0	
							\$0	
	<b>Total</b>	\$0	\$0	\$30,000	\$165,000	\$0	\$0	\$195,000
<b>REQUIRED PROJECT FUNDING</b>	Inflows and Infiltration Fund # 567			\$30,000	\$165,000			\$195,000
	Grants							\$0
	Developer Funds							\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$30,000	\$165,000	\$0	\$0	\$195,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b> Very rough estimate based on limited information.								



**City of Colfax  
Five Year Capital Improvement Program  
PROJECT DATA FORM**

<b>Project Number:</b> WWC-003		<b>Project Name:</b> Pump Station Pump & Motor Replacement						
<b>Location:</b> City Pump Stations		<b>Project Type:</b> Sewer Collection			<b>Project Manager(s):</b> Travis Berry			
<b>Description:</b> Pump and motor replacement at various sewer pump stations.								
<b>Justification:</b> Needed to ensure pump stations operate correctly. Regulatory compliance.								
<b>Priority:</b> Necessary (2)								
<b>Notes:</b> Pump Stations 1, 2, 3 & 5. Pump Station 5 covers about 1/2 of the City. Rehabilitate each pump station every 15 years.								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2016-17</i>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>	<i>FY 2020 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Construction			\$40,000	\$11,000	\$11,000	\$11,000	\$73,000
								\$0
								\$0
								\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$40,000	\$11,000	\$11,000	\$11,000	\$73,000
<b>REQUIRED PROJECT FUNDING</b>	Sewer Collection System Fund # 561			\$40,000	\$11,000	\$11,000	\$11,000	\$73,000
	Grants							\$0
	Developer Funds							\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$40,000	\$11,000	\$11,000	\$11,000	\$73,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b> Based on historic pump replacement costs.								

**City of Colfax  
Five Year Capital Improvement Program  
PROJECT DATA FORM**

<b>Project Number:</b> WWC-004		<b>Project Name:</b> Pump Station 2 Surge Protection						
<b>Location:</b> Pump Station 2		<b>Project Type:</b> Sewer Collection			<b>Project Manager(s):</b> Travis Berry			
<b>Description:</b> Replace existing surger preventor.								
<b>Justification:</b> Prevent high transient pressures in 6-in force main discharging from Pump Station 2.								
<b>Priority:</b> Critical (1)								
<b>Notes:</b> Requires opinion of specialist to evaluate and recommend the best course of action.								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2016-17</i>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>	<i>FY 2020 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Engineering			\$5,000				\$5,000
	Construction			\$20,000				\$20,000
								\$0
								\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
<b>REQUIRED PROJECT FUNDING</b>	Sewer Collection System Fund # 561			\$25,000				\$25,000
	Grants							\$0
	Developer Funds							\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b> Construction cost based on manufacturer quote.								

**City of Colfax  
Five Year Capital Improvement Program  
PROJECT DATA FORM**

<b>Project Number:</b> WWC-005		<b>Project Name:</b> Pump Station 3 Force Main						
<b>Location:</b> Along Rose Avenue from Pump Station 3 to Lincoln Street			<b>Project Type:</b> Sewer Collection		<b>Project Manager(s):</b> Dane Schilling			
<b>Description:</b> Replace approximately 900-ft of 4-inch transite(asbestos concrete) pipe force main.								
<b>Justification:</b> Regulatory compliance and prevent sanitary sewer overflows (SSOs). Existing pipe is brittle and has ruptured in recent years.								
<b>Priority:</b> Critical (1)								
<b>Notes:</b> Replacement may involve open trench replacement or pipe bursting to accomplish. Serves 18 units in the Rose Avenue area.								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2016-17</i>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>	<i>FY 2020 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Engineering			\$35,000				\$35,000
	Construction			\$164,000				\$164,000
								\$0
								\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$199,000	\$0	\$0	\$0	\$199,000
<b>REQUIRED PROJECT FUNDING</b>	Sewer Collection System Fund # 561			\$199,000				\$199,000
	Grants							\$0
	Developer Funds							\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$199,000	\$0	\$0	\$0	\$199,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b> Preliminary estimate based on description above and typical unit costs.								

**City of Colfax  
Five Year Capital Improvement Program  
PROJECT DATA FORM**

<b>Project Number:</b> WWC-006		<b>Project Name:</b> Pleasant Street Sewer Main Extension						
<b>Location:</b> Pleasant Street from Gearhart Lane to 800 ft North		<b>Project Type:</b> Sewer Collection		<b>Project Manager(s):</b> Dane Schilling				
<b>Description:</b> Upsize and replace approximately 800-ft of 4-inch main to 6-inch main to serve additional units in the area and install a clean out at the end.								
<b>Justification:</b> Upsize pipe to eliminate sanitary sewer overflows, enhance reliability and regulatory compliance.								
<b>Priority:</b> Desirable (3)								
<b>Notes:</b> Had sanitary sewer overflow (SSO), connect to manhole number 54A3.6								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2016-17</i>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>	<i>FY 2020 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Engineering			\$49,000				\$49,000
	Construction				\$162,000			\$162,000
	Construction Management/Inspection				\$25,000			\$25,000
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$49,000	\$187,000	\$0	\$0	\$236,000
<b>REQUIRED PROJECT FUNDING</b>	Sewer Collection System Fund # 561			\$49,000	\$187,000			\$236,000
								\$0
								\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$49,000	\$187,000	\$0	\$0	\$236,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b> Cost based on description above and typical unit costs.								

**City of Colfax  
Five Year Capital Improvement Program  
PROJECT DATA FORM**

<b>Project Number:</b> WWC-007		<b>Project Name:</b> Trunk Sewer Phase 1						
<b>Location:</b> Iowa Hill Road from Pinetop Circle to Grand View Way		<b>Project Type:</b> Sewer Collection		<b>Project Manager(s):</b> Dane Schilling				
<b>Description:</b> Upsize approximately 1,113-ft of 8- inch and 10-inch main to 15-inch main and replace three manholes.								
<b>Justification:</b> Increase capacity of City's main trunk sewer system due to development and alliviate surcharging.								
<b>Priority:</b> Critical (1)								
<b>Notes:</b> Runs through Village Oaks & Sierra Oaks Estates from manhole 23 to manhole 18.								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2016-17</i>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>	<i>FY 2020 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Engineering/ Project management		\$45,000					\$45,000
	Construction			\$301,000				\$301,000
	Construction Management			\$31,000				\$31,000
								\$0
								\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$45,000	\$332,000	\$0	\$0	\$0	\$377,000
<b>REQUIRED PROJECT FUNDING</b>	Developer Funds		\$45,000	\$332,000				\$377,000
	Sewer Collection System Fund # 561							\$0
	Mitigation Impact Fees							\$0
								\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$45,000	\$332,000	\$0	\$0	\$0	\$377,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b> Cost based on description above and typical unit costs.								

**City of Colfax  
Five Year Capital Improvement Program  
PROJECT DATA FORM**

<b>Project Number:</b> WWC-008		<b>Project Name:</b> Trunk Sewer Phase 2						
<b>Location:</b> Grand View Way		<b>Project Type:</b> Sewer Collection			<b>Project Manager(s):</b> Dane Schilling			
<b>Description:</b> Upsize approximately 3,091-ft of 8- inch, 10-inch and 12-inch main to 15-inch main and replace four manholes.								
<b>Justification:</b> Increase capacity of City's main trunk sewer system and alliviate surcharging in the system.								
<b>Priority:</b> Necessary (2)								
<b>Notes:</b> From manhole 16 to manhole 4 ( \$200,000/year for five years)								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2016-17</i>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>	<i>FY 2020 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Engineering				\$120,000			\$120,000
	Construction					\$200,000	\$603,000	\$803,000
	Construction Management/Inspection						\$81,000	\$81,000
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$0	\$120,000	\$200,000	\$684,000	\$1,004,000
<b>REQUIRED PROJECT FUNDING</b>	Sewer Collection System Fund # 561				\$120,000	\$200,000	\$684,000	\$1,004,000
								\$0
								\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$0	\$120,000	\$200,000	\$684,000	\$1,004,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b> Cost based on description above and typical unit costs.								

**City of Colfax  
Five Year Capital Improvement Program  
PROJECT DATA FORM**

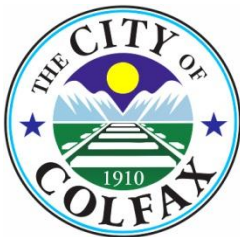
<b>Project Number:</b> WWC-009		<b>Project Name:</b> Colfax Avenue Sewer Replacement						
<b>Location:</b> Colfax Avenue		<b>Project Type:</b> Sewer Collection			<b>Project Manager(s):</b> Travis Berry			
<b>Description:</b> Replace approximately 280-ft of private sewer to join main sewer and provide approximately 10 connections.								
<b>Justification:</b> City wants to build a parallel replacement to accommodate an existing failing private sewer system.								
<b>Priority:</b> Desirable (3)								
<b>Notes:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2016-17</i>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>	<i>FY 2020 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Engineering			\$6,000				\$6,000
	Construction			\$39,000				\$39,000
	Construction Management/Inspection			\$5,000				\$5,000
								\$0
								\$0
								\$0
								\$0
	<b>Total</b>	\$0.00	\$0	\$50,000	\$0	\$0	\$0	\$50,000
<b>REQUIRED PROJECT FUNDING</b>	Sewer Collection System Fund # 561		\$0	\$50,000				\$50,000
								\$0
								\$0
								\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b> Cost based on description above and contractor opinions.								

**City of Colfax  
Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> WWTP-001		<b>Project Name:</b> Pond 1 Cross Levee						
<b>Location:</b> Wastewater Treatment Plant		<b>Project Type:</b> Wastewater Treatment			<b>Project Manager(s):</b> Travis Berry			
 <b>Description:</b> Construct a levee across Pond 1 ( equalization basin) to replace existing temporary bladder dam.								
 <b>Justification:</b> Improve plant operation, reduce operating cost, reduce maintenance and monitoring efforts required and replace bladder dam before fails.								
 <b>Priority:</b> Desirable (3)								
 <b>Notes:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2016-17</i>	<i>FY 2017-18</i>	<i>FY 2018-19</i>	<i>FY 2019-20</i>	<i>FY 2020 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Engineering		\$5,000					\$5,000
	Construction			\$113,000				\$113,000
	Construction Management/ Inspection		\$2,000	\$5,000				\$7,000
								\$0
								\$0
	<b>Total</b>	\$0	\$7,000	\$118,000	\$0	\$0	\$0	\$125,000
<b>REQUIRED PROJECT FUNDING</b>	Sewer Facilities Reserve Fund		\$7,000	\$118,000				\$125,000
								\$0
								\$0
								\$0
								\$0
	<b>Total</b>	\$0	\$7,000	\$118,000	\$0	\$0	\$0	\$125,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b>								





# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 10, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager

**PREPARED BY:** Staff

**SUBJECT:** Nevada Irrigation District – Reservoir Gateway Designation

<input type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input checked="" type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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**RECOMMENDED ACTION:** Discuss and direct staff as appropriate

### DISCUSSION AND SUMMARY:

The ad hoc committee designated to discuss the Nevada Irrigation District (NID) Centennial Dam Project, Mayor Harvey and Mayor Pro Tem Hesch, along with City Manager Schempf met with NID officials to discuss the possibility of designating Colfax as a gateway community to the two reservoirs (one proposed) flanking the City. The intent of the designation would be to encourage recreational visitors to utilize services within Colfax.

As a result of the meeting, NID agreed to draft a Scope of Work for conducting an economic cluster analysis for recreation and tourism-based services. The study would assess potential economic benefits and business opportunities from the development of the Centennial Reservoir.

NID submitted the attached Cluster Analysis Scope of Work –Draft for Council review. NID gave a rough estimate of total costs of \$30-\$40 thousand. The cost to Colfax would be approximately half of the total amount.

### ATTACHMENTS:

1. Cluster Analysis Scope of Work - Draft

## NID/Colfax Recreation Economic Study

### Cluster Analysis Scope of Work - DRAFT

#### **Purpose**

The purpose of this study is to identify economic development strategies for recreation and tourism-based services within the City of Colfax and surrounding communities. Further, this study will assess the economic benefits and business opportunities from recreational visitors of nearby Rollins reservoir. Finally, this study will attempt to interpret the probable economic benefits, revenue projections and local business opportunities for the City of Colfax from the development of Centennial Reservoir.

This study will seek to identify economic indicators, connecting local reservoir destinations at Rollins Lake with City of Colfax business services. The study will include an assessment of the number of people traveling to the area, where visitors are coming from, the length of stay for each visitor, local services utilized, the amount of money spent per visit, requested amenities currently not available, etc.

#### **Scope**

Task 1: Assess data of current businesses within the City of Colfax and develop a detailed analysis of industry by sector through Dun & Bradstreet (size, # employees, industry type, growth pattern, etc).

Cost Burden: Colfax 100%

Task 2: Develop and implement a research survey for day-use and overnight guests at Rollins reservoir. The survey will focus on both reservoir and regional business services as they pertain to the needs of guests at campgrounds and at local Colfax business. Survey will inquire of how guests currently support their needs of retail, fuel, food & beverage, lodging, sporting supply, boat repair & maintenance, etc.

Cost Burden: NID 100%

Task 3: Analyze other communities in California of similar size with similar amenities and resources. Interpret and assess business sectors as they relate to recreation and tourism-based business growth.

Cost Burden: Colfax 50% / NID 50%

Task 4: Facilitate a local forum for business and community members to analyze and interpret data and to share ideas.

Cost Burden: Colfax 100%

Task 5: Coordinate and work with NID, the City of Colfax (local business owners - Steering Committee) to identify economic growth clusters, formulate policies and identify actionable opportunities which to promote growth and support local entrepreneurship around recreation and tourism-based business as they relate to NID's facilities at Rollins and within the City of Colfax.

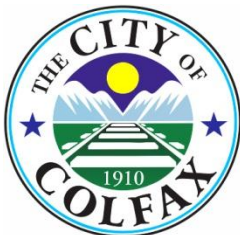
Cost Burden: Colfax 50% / NID 50%

Task 6: Establish economic projections based on current income and projected future revenue from all industry sectors at Rollins and in Colfax as it relates to future amenities of the Centennial Reservoir.

Cost Burden: Colfax 50% / NID 50%

**Budget:** TBD

**Timeline:** Summer 2017



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 10, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** Lorraine Cassidy, City Clerk  
**SUBJECT:** Employee Handbook Progress Report

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**RECOMMENDED ACTION:** For information only

### **DISCUSSION AND SUMMARY:**

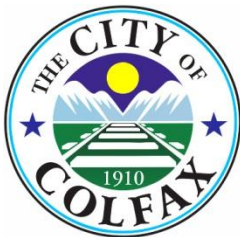
On January 11, 2017, City Council assigned Councilmembers Stockwin and Douglass to work with City Clerk Cassidy in an ad hoc committee for developing a new employee handbook. As it turns out this was a fairly involved process.

A tremendous volume of laws affecting human resource issues have been legislated in recent years. CalChamber offers a semi-custom handbook which complies with the new rules and regulations and can easily be updated in the future as new laws are enacted. The CalChamber template is created by answering 100+ questions and then created with only those items applicable to the City. This process of completing the employee handbook has involved several steps:

- Convert template to reflect the City of Colfax
- Meet with committee to review content; incorporate committee suggestions
- Review by City Manager and Department Heads; incorporate staff suggestions
- Review MOU, Current 1985 Handbook, 2013 Un-adopted Handbook; incorporate pertinent information
- Meet with committee to approve content; incorporate committee suggestions
- Review handbook for compliance with current City policies and polish formatting
- Submit to Liebert, Cassidy and Whitmore (LCW) for legal review

As of May 3, 2017, LCW projects completion of their review around May 15<sup>th</sup>. Staff will incorporate their suggestions and submit to the Committee for evaluation. Upon Committee approval, the handbook will be presented to the full Council, hopefully in early June.

The City Attorney reviewed the Municipal Code pertaining to personnel rules and found no cause to change the code at this time. In order to adopt the new handbook Council will be guided by Municipal Code Section 2.48.030, "Personnel rules shall be adopted by resolution of the City Council after notice of such action has been publicly posted in at least three public places designated by the City Council and at least five days prior to City Council consideration. The City Clerk shall give reasonable written notice to each recognized employee organization affected by the ordinance, rule, resolution or regulation or amendment thereof proposed to be adopted by the City Council."



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 10, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** Lorraine Cassidy, City Clerk  
**SUBJECT:** Policy for Filling Council Vacancy

<input type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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**RECOMMENDED ACTION:** Adopt Resolution 18-2017 outlining a standard process for filling Council vacancies.

### **DISCUSSION AND SUMMARY:**

In recent years, several vacancies have occurred on the Colfax City Council and each vacancy has created a debate for the best way to fill the empty Council seat. Although a sitting Council cannot bind a future Council to a given policy, this Council feels it would be expedient to create a non-binding process. Effective January 1, 2016, Assembly Bill 952 provided rules regarding how long appointed Council members will serve, which is until generally the next regular election.

There is no legally prescribed process for filling a City Council vacancy. Council has considerable latitude in deciding who to appoint and how to select the appointee. The Council can take applications from interested citizens. It can directly solicit interested individuals. Any process that is reasonable can be followed. On several occasions Council has opted to solicit applications for the empty seat and interview applicants at a regularly scheduled meeting.

As the application/interview process has been successful, staff recommends adopting a resolution providing a process for future Councils to follow as listed on the attached resolution. Application forms and interview questions will be kept in the City Clerk files. Any future Council can modify the forms or questions before soliciting for applications and interviewing candidates. This process will create a reasonable expectation of continuity and fairness while expediting the process. Any future Council needing to fill a vacancy will have a framework from which to begin the process.

As a reminder, the Brown Act applies to Council discussions regarding appointments. Although the Brown Act allows the Council to meet in closed session to discuss appointment of employees, consultants and others, Councilmembers cannot meet in closed session to discuss appointing an individual to fill a Council seat. Those discussions have to occur in open session. A quorum of the Council cannot meet or otherwise discuss the appointment outside of a properly called public meeting.

### ATTACHMENTS:

1. Resolution 18-2017
2. Assembly Bill No. 952 Regarding Council Vacancies
3. Sample Council Application Form
4. Sample Interview Questions for Council Applicants

# City of Colfax

## City Council

Resolution № 18-2017

### OUTLINING A STANDARD PROCESS FOR FILLING CITY COUNCIL VACANCIES

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**WHEREAS**, from time to time vacancies occur on the City Council; and,

**WHEREAS**, the Colfax City Council is bound by California Government Code Section 36512 and Colfax Municipal Code Section 2.04.020C to appoint a someone to fill the office or call a special election within sixty days from the commencement of the vacancy; and,

**WHEREAS**, there is considerable latitude in deciding who to appoint and how to select the appointee; and,

**WHEREAS**, the City Council desires to outline a standard process to fill such vacancies;

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax suggests the following steps to fill a vacancy that occurs on the City Council:

1. Council decides to appoint a Council member or call an election,
2. If Council chooses to appoint, Council selects a timely deadline for citizens to submit applications,
3. The City Clerk posts a notice of vacancy calling for applications in the same manner as agendas are posted,
4. The City Clerk confirms eligibility of each applicant,
5. Council interviews qualified applicants at a duly posted meeting of City Council in open session.
6. Council selects a new Council member by roll call vote of the majority of Council members present at the meeting.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 10th day of May, 2017 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

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**Stephen Harvey, Mayor**

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**Lorraine Cassidy, City Clerk**



**City of Colfax**

Application for Position on Colfax City Council

Name \_\_\_\_\_

Address \_\_\_\_\_

Within City Limits \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Length of time at this Residence \_\_\_\_\_

Length of time in the Colfax Area \_\_\_\_\_

Occupation \_\_\_\_\_

Qualifications

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\_\_\_\_\_ Date

\_\_\_\_\_ Signature

